IPTC

International Petroleum Technology Conference

Conference: 6–9 December 2015
Exhibition: 7–9 December 2015
Qatar National Convention Centre
Doha, Qatar

Image courtesy of Qatar Petroleum

EXHIBITOR MANUAL

THE LARGEST MULTI-SOCIETY, MULTI-DISCIPLINARY OIL AND GAS EVENT IN THE EASTERN HEMISPHERE

www.iptcnet.org/2015/doha

Host Organisation

Qatar Petroleum

Co-Host Organisation

Sponsoring Societies

AAPG · EAGE · SEG · SPE

Dear Exhibitors,

We would like to thank you for your participation in the **9th International Petroleum Technology Conference** at Qatar National Convention Centre, Doha Qatar.

This manual contains detailed instructions about all aspects of the exhibition and will serve as guide to ensure the complete delivery of your benefits. It is strongly advice that you go over the manual carefully and complete all the necessary forms following the each stated deadline.

Wishing you the very best for the exhibition!

The IPTC Team

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MAIN CONTACTS

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tripAxis
Saoussane Hannaoui
Event Supervisor
Email: **events@tripaxis.com**
T: +971 4 431 2299

OFFICIAL HOTEL PARTNERS

IPTC Head Quarters Hotel

Everything is through our Destination Management Company, TripAxis either via the direct booking link, or by contacting them.

tripAxis
Saoussane Hannaoui
Event Supervisor
Email: **events@tripaxis.com**
T: +971 4 431 2299

GENERAL INFORMATION

About DOHA

Doha is the heart and capital of Qatar, it is Qatar's largest city and the economic centre of the country. This beautiful city is filled with plenty to do, whether it's shopping, relaxing, dining or whatever other activities come to mind. With its beautiful corniche which stretches out for several kilometers, you can take walks by the sea and enjoy the sights of Doha's developing skyline.

About Qatar National Convention Centre

QNCC is located on Qatar Foundation's 2,500-acre campus, which hosts faculties from world-renowned universities such as Weill Cornell, Texas A & M, and Georgetown, as well as home-grown centers such as Sidra Medical and Research Center, Qatar Science & Technology Park, and Al Jazeera Children's Channel.

QNCC was conceived with a focus on sustainability. The Centre was built according to Leadership in Energy and Environment Design (LEED) gold-certification standards, and is endorsed by the US Green Building Council.

The building is designed to operate efficiently with innovations such as water conservation and energy-efficient fixtures, and it is approximately 32 percent more efficient compared with a similarly designed building that lacks such innovations. One of the features is the 3,500sq m of solar panels providing 12.5 percent of the Centre's energy needs. The exhibition halls have extremely energy-efficient LED lighting. Many other integrative design elements are being adapted to achieve the highest level of environmental and sustainable standards.

Access to QNCC

The QNCC is located in Education City, approximately 15 to 20 minute drive from the major hotels and the West Bay business precinct. It is easily accessible by car, coach, taxi, limousine, or by a sophisticated people mover system within Education City.

Education City is Qatar Foundation’s flagship project, a 1,000-hectare enclave of over 30 elite institutions including six world-class universities, medical, research, and science institutes.

There will be a five-star hotel and a four-star hotel adjacent to the Centre as well as a resort-style complex overlooking the nearby golf course.

Qatar National Convention Centre
PO Box 34195
Doha, Qatar
T: +974 4470 7000
F: +974 4470 7001
E: **sales@qatarconvention.com**

EXHIBITION TIMETABLE

This is a simplified Exhibitor Schedule of Events. Upon early registration and on-site badge collection each exhibitor delegate will receive a copy of the official Conference Programme. The conference programme will have the full and final agenda of the event.

9th IPTC – EXHIBITION SCHEDULE					
	Date	Time		Activities	Venue
		From	To		
BUILD UP	Friday, 04 December 2015	0700	2359	Collection of Contractor Badges	Hall 4,5
				Space Stand Contractors Build-Up Starts	
	Saturday, 05 December 2015	0700	2359	Space Stand Contractors Build-Up Continues	Hall 4, 5
	Sunday, 06 December 2015	0700	2100	Space Stand Contractors Build-Up Continues	Hall 4, 5
		0700		Shell Scheme Exhibitors Move In	
		0700		**Exhibition Area Closes**	
EXHIBITION OPENS	Monday, 07 December 2015	0600	0800	Final Arrangements of Exhibit Stands	Hall 4, 5
		0900	0930	Exhibition Opening Ceremony	
		0930	1000	Exhibition Inauguration	
		1000	1600	Exhibition Timings	
		1230	1330	Luncheon	
	Tuesday, 08 December 2015	0900	1600	Exhibition Timings	Hall 4, 5
		1215	1315	Luncheon	
	Wednesday, 09 December 2015	0900	1500	Exhibition Timings	Hall 4, 5
		1145	1245	Luncheon	
		1700	2359	Breakdown Starts	
BREAK DOWN	Thursday, 10 December 2015	0700	1800	Breakdown Continues	Hall 4, 5
		1800	**Handover of Venue**		

The Organizer's Office will be located at the Mezzanine Floor of Hall 4 and will be operating based on the exhibition timetable from 4th – 10th December 2015 from 0700 - 2359.

For more information or clarification, please call **+974 55 72 8148.**

The above mentioned schedule of events is a preliminary one and is subject to change. Changes will be communicated on a regular basis by IPTC.

EXHIBIT REGULATIONS

Admittance and Invitation

For more information about admission to the event please visit: International Petroleum Technology Conference & Exhibition**:** **http://www.iptcnet.org/2015/doha**

For Health & Safety purposes, children under 16 will not be allowed into the halls during build up and breakdown.

Each exhibitor is also entitled for free visitor invitations (will be emailed to you soon) which can be used to invite peers, suppliers, customers and/or their contacts to the These passes give the holder access to the opening ceremony, exhibition, coffee breaks, poster sessions and the closing ceremony.

Exhibition Badges

In the interest of providing a safe and secure environment for all participants to enjoy, an official exhibition badges must be worn at all times and must be clearly visible. Access to the exhibition halls will be denied without the correct identification. The use of Company/ Corporate name badges is encouraged; however these must be worn in conjunction with the official exhibition badge.

Badges are expected to be worn during all phases to the exhibition – build-up and live days, break-down. The exhibitor badge provides admittance to the exhibition area during build-up and breakdown and exhibition periods. The Security of the Exhibition has the right to exhibitor badge requisitioning.

Each exhibitor is requested to submit the list of attendees who will man their booth during the build-up/break down and regular show hours.

Badges will be ready for pick-up onsite at the registration counters.

Schedule of collection of Contractor Badges will be communicated by the Organizer. Should you need more information, please contact Cherry Carandang at **ccarandang@iptcnet.org**

Build up and Breakdown

Stand Construction

The site will be treated as a **construction area** until the final stages of the build have been completed and internal furnishings are applied. Therefore everyone is expected to wear the appropriate personal protective equipment.

- No open toe shoes/sandals will be allowed at any time
- Hi-visibility vests shall be worn in the area
- Head protection must be worn if there is a risk of falling objects
- No hot work to be carried out inside the hall at any time
- No diesel operated vehicles shall operate inside the halls with prior authorization from QNCC HHSE department
- Electrical equipment/tools must be in a safe condition
- Compressor equipment must be in good condition and adequate guarding installed
- Use of ladders, step ladders and tower scaffold must be used safely and free from defects
- All emergency exits must be kept clear at all times
- No smoking inside the halls at any time, smoking is only permitted in the designated smoking area (opposite loading dock 5)

Any persons flouting site safety rules will be immediately requested to leave and escorted from QNCC

Decorating

- Drip pans and scrap buckets should be provided for operating machinery to prevent lubricants, paints, etc., from staining the floor causing a slip hazard.
- Paint must be removed nightly and all cans must be tightly closed to prevent their contents from staining the floor, causing a slip hazard, and tracking of paint over other exhibitors' carpets.
- Exhibitors are not permitted to drill, paint, break or attach anything to the floor, walls, ceilings, columns or stairs of the venue with nails, screws, glue, adhesive tape or other means of attachment.
- Stands should be constructed as free standing elements. The stand builder will be liable for any damage resulting from stand construction.
- Any portion of a display that extends above or beyond that of the stand adjoining to the rear or side must be finished at the exhibitor's expense.

Carpeting

- Carpet is included in shell scheme space. The official contractor for shell scheme stands is **Pico International**. Platforms are not included with shell scheme stands.
- The use of carpeting or other professional floor covering is required by each exhibitor. Space Only exhibitors are responsible for the final condition of the floor in their space. The edges of raised flooring may be inclined, providing the slope is gradual and gentle.
- IPTC will carpet the aisles.

Accessibility

IPTC is committed to making its conference and exhibitions, accessible to all audiences and as such has adopted a number of policies to ensure accessibility within the exhibition.

Exhibitors with stands with raised floors of over 13mm are required to simplify access for disabled people by providing a ramp. Ramps should not be greater than 10m or rise more than 500mm, they should be 1.5m wide and have a landing of 1.2m at the foot and head of the ramp.

Early Tear-Down

No dismantling may begin before the official closing hour on the final day of the exhibition. Exhibitors are responsible for notifying their stand personnel of this regulations. In fairness to all exhibitors, this regulation will be uniformly enforced to all IPTC exhibitors.

Logistics/Freight Forwarding

Storage

The Exhibitors are not allowed to store boxes or crates within the exhibition halls. It is the exhibitor's responsibility to ensure that crates and boxes are quickly disposed or stored until required for reshipment at the end of the exhibition. Any company requiring this facility should contact the official lifting, handling and storage contractor for a specific quotation.

Courier Shipments

Please note that while normal post will be taken by the Organisers and delivered to your stand, neither the Organiser nor the venue can accept responsibility for signature of large or recorded items – please ensure that there is someone available to receive such items. Deliveries can only be made during the official build-up and open period, please refer to the Exhibitor Timetable. Please note that many courier companies do not deliver on weekends.

Please ensure there is someone on your stand to accept all deliveries - the Organisers cannot take responsibility for signing consignment notes. In addition, although full security is in operation, you are advised to have a member of staff in attendance both on your stand and at your vehicle.

Courier Services

A recurring issue during most exhibitions is the attempted delivery of items prior to the official build up period. Please contact our official freight forwarder if you need to arrange any items to be delivered to the venue prior to build up.

All letters and packages should be properly labeled and will be coordinated directly to **the official freight forwarder**

Custom Clearance

Meritex International
Rasa Margyte
Email: **Rasa@meritex.co.uk**
Tel + 44 (0)1392 454999
Fax + 44(0)1392 454998

Travel and Accommodation

tripAxis
Saoussane Hannaoui
Event Supervisor
Email: **events@tripaxis.com**
T: +971 4 431 2299

Access to the Halls during Build Up

All vehicles must report to the specific traffic marshaling area in main gate in order to obtain a gate pass from the traffic marshals. No vehicles will be permitted entry into the Loading Bays unless a gate pass has been received from the Truck Staging Area**.** Location and further details will be communicated by :

Meritex International
Rasa Margyte
Email: **Rasa@meritex.co.uk**
Tel + 44 (0)1392 454999
Fax + 44(0)1392 454998

Exits and "NO FREIGHT " Aisles

Emergency exits and designated **"NO FREIGHT"** aisles must be maintained clear of crates and exhibition materials during move-in and move-out. These aisles are required for emergency access throughout the exhibition areas and to expedite freight and empty crate moving.

All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles. Fire hose cabinets, fire extinguishers, sprinklers, or any other fire-safety device must not be hidden, obstructed or otherwise disturbed. All materials used in exhibition construction, decoration or as temporary cover must be certified as flame retardant. Inflammable fluids, substances, or materials of any nature may not be used. All materials and installations must comply with the requirements of inspection by Qatar Civil Defense.

Venue Services

Business Centre

The Business Centre is located on the Convention side of the QNCC in the central foyer area (Level1) and the opening hours are as follows:

Sunday to Thursday

08h00 – 17h00 local time

Other operating hours including weekends and public holidays can be arranged during exhibitions as needed upon prior request.

The QNCC provides a Business center for use by exhibitors and attendees. We offer a range of office supplies and services for the requirements of exhibitor's and stand contractor's short-time demand.

The following facilities and services are available:

Facilities	Computers providing internet access and a networked printer
Payment Options	Payment methods accepted are cash, credit card – MasterCard and Visa only.

Internet and Telecommunications

Internet (WIFI) service will be free of charge within the venue. For telecommunication requirements and **dedicated internet connection** please refer to order **Form 9 – IT & Telecommunication**.

Catering

QNCC has exclusive food and beverage distribution rights within the venue. Any outside food and beverage items are not permitted to be bought into QNCC by any organiser, exhibitor, contractor or other entity hired as part of the event. In an event that there is a venue lockdown due to any VIP attendance, services may be delayed depending on the duration of the lockdown. Please refer to order **Form 10 – On Stand Catering.**

Stand Cleaning

Stand cleaning will be **carried out during the night or after the exhibition hours**. Exhibitor must complete **Form 11 – On Stand Cleaning** to arrange for their stands to have a master cleaning prior to the opening of the exhibition and daily throughout the exhibition. The Official Contractor, Pico International, will be cleaning the shell scheme stand **only** once before the opening of the ceremony.

Rigging

The QNCC AV Production Team is the exclusive provider of Rigging Services. Arrangements for these services shall be made through **Form 12 – Rigging.** Dates of installation may vary depending on the quantity of orders received and how many move-in days an event may have. All rigging orders are subject to approval by QNCC and must be installed, removed and supervised by QNCC authorized personnel.

Security on QNCC

The Qatar National Convention Centre patrols the entire exhibition. However exhibitors should remember that exhibition halls are vulnerable place and should therefore, take appropriate precaution against theft. Please refer to the Security Advice section.

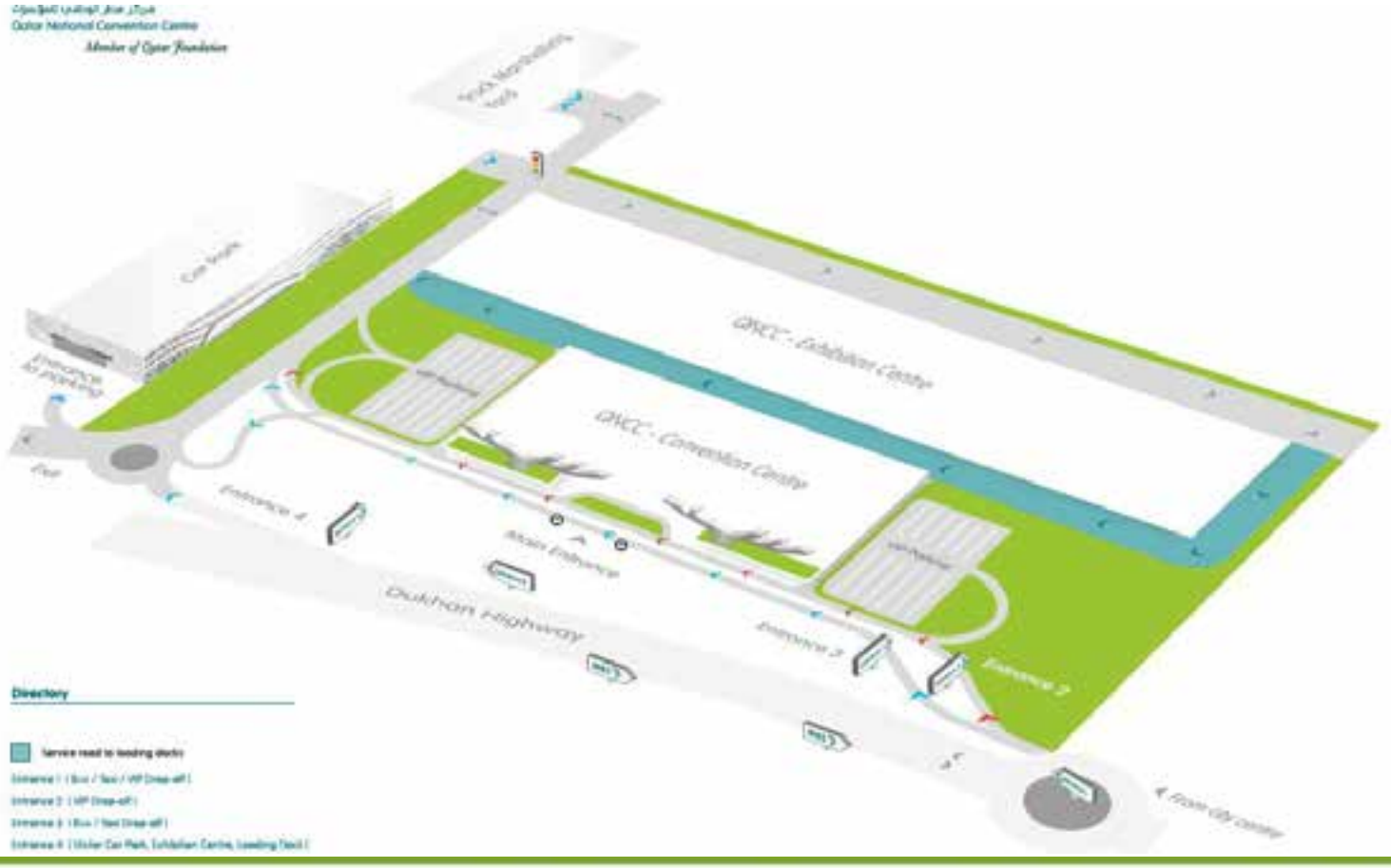
If you have any valuables we recommend you to hire security staff for your stand. This is your best guarantee against theft. To order a guard, please return the order **Form 13 – Security.**

Any incidents of theft must be reported to the Organizer immediately as well as to the Police Station to obtain a theft declaration report insurance purpose

Car Park

The car park is located to the west of the QNCC and can accommodate up to 3200 vehicles with direct access to all areas of the QNCC by internal elevators and stairs.

Conditions of entry are posted at the entrances to the car park.



Collections

Any exhibition materials and equipment left behind must be collected within **24 hours during the break down period.** The QNCC takes no responsibility for exhibition materials and equipment left on the premises after this time. All items left for collection by freight or couriers companies must be clearly labeled with company name, contact name and contact mobile number. Any items not pre-identified shall be deemed abandoned and the venue will dispose of them accordingly at the exhibition management's expense.

Health and Safety

Alcohol Beverages

The sale, service or consumption of alcohol beverages is prohibited by law. Alcohol beverages may not be served within the QNCC. It is not permitted to work whilst under the influence of alcohol.

Emergency and Evacuation Procedures

The Qatar National Convention Centre has an Emergency Evacuation Plan to enable the successful evacuation of staff, exhibitors and visitors in the case of a fire or other emergencies.

All Qatar National Convention Centre staff will assist in the evacuation if the need arises.

The Event Organisers - IPTC Middle East are responsible for ensuring that all emergency and safety procedures are adhered to. The QNCC Emergency and Evacuation Procedures will be provided to all Exhibitors and Contractors, prior to the event.

Event Organisers, Contractors and Exhibitors and their employees must be familiar with the emergency exits and it is crucial that all occupants of the Centre must be aware of the Qatar National Convention Centre Emergency Procedure Plans.

Evacuation Procedures will be announced on a dedicated fire/evacuation PA system and will be coordinated by the Centre's HSSE Manager and the Security Manager.

General Emergency

In the event of an emergency, flashing strobe lights will be activated within the venue to indicate an emergency alarm has been activated. All emergency alarms will be investigated by the QNCC HSSE department in order to determine the extent and exact location.

During this time staff and guests should remain calm and wait for any further instructions from the QNCC team.

Evacuation

In the event of an emergency evacuation being required, you will hear a voice announcement in English and Arabic requesting that you immediately evacuate the building via the nearest fire exit. If you are asked to evacuate the building you should do so in a calm manner and follow the emergency escape signs, these will take you out of the building.

If you are unable to reach a place of safety the numerous fire escape stairwells will provide a refuge, additionally some areas of the building are provided with water protection and smoke control systems that will provide a place of safety and act as a primary assembly area. Once outside the building you should follow directions from QNCC staff and Security guards to the assembly point.

Please note: You must not re-enter the building until you are instructed that it is safe to do so.

Fire Exits

All emergency exits must be accessible and operable from within the building at all times. Access to the emergency exits must be unobstructed at all times to a distance of a least three (3) metres from the door and the path to the exits must be at least equal to the width of the door. Designated fire exits and clearways have been identified with marked green and white exit signs over the doors in the Exhibition Halls. These areas cannot be encroached upon – under any circumstances. Storage of any material or equipment in the fire stairs or any door leading to the fire stairs is not permitted.

Discovery of a fire

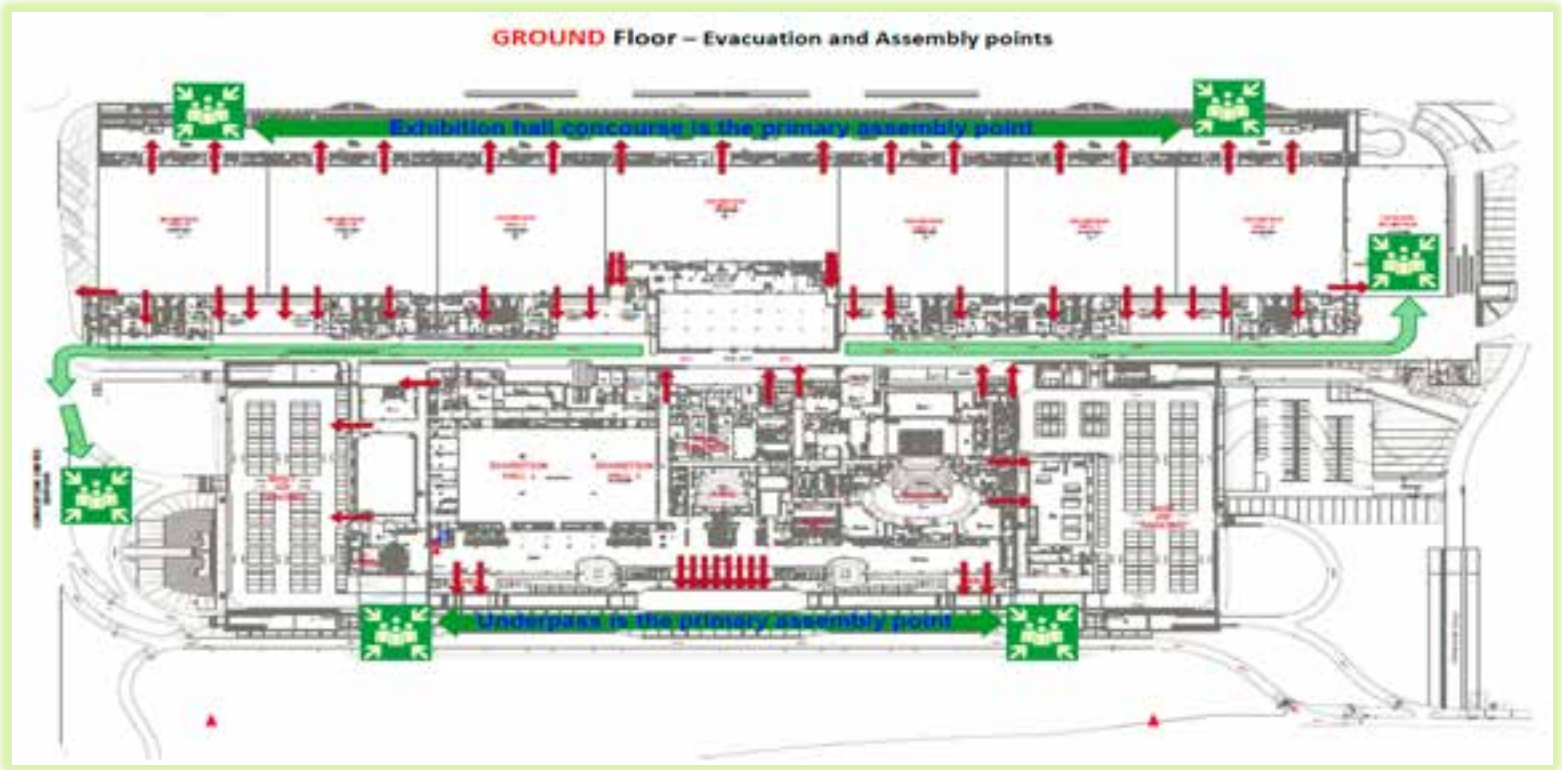
If you discover a fire within the building it is important that you raise the alarm, this allows the QNCC Control Centre to dispatch the HSSE team in order to verify and assist in evacuating the immediate area.

You can raise the alarm by activating a manual call point, which may be a pull-handle or a break-glass device. These are located by the doors. You can also address a QNCC staff member or a Security guard.

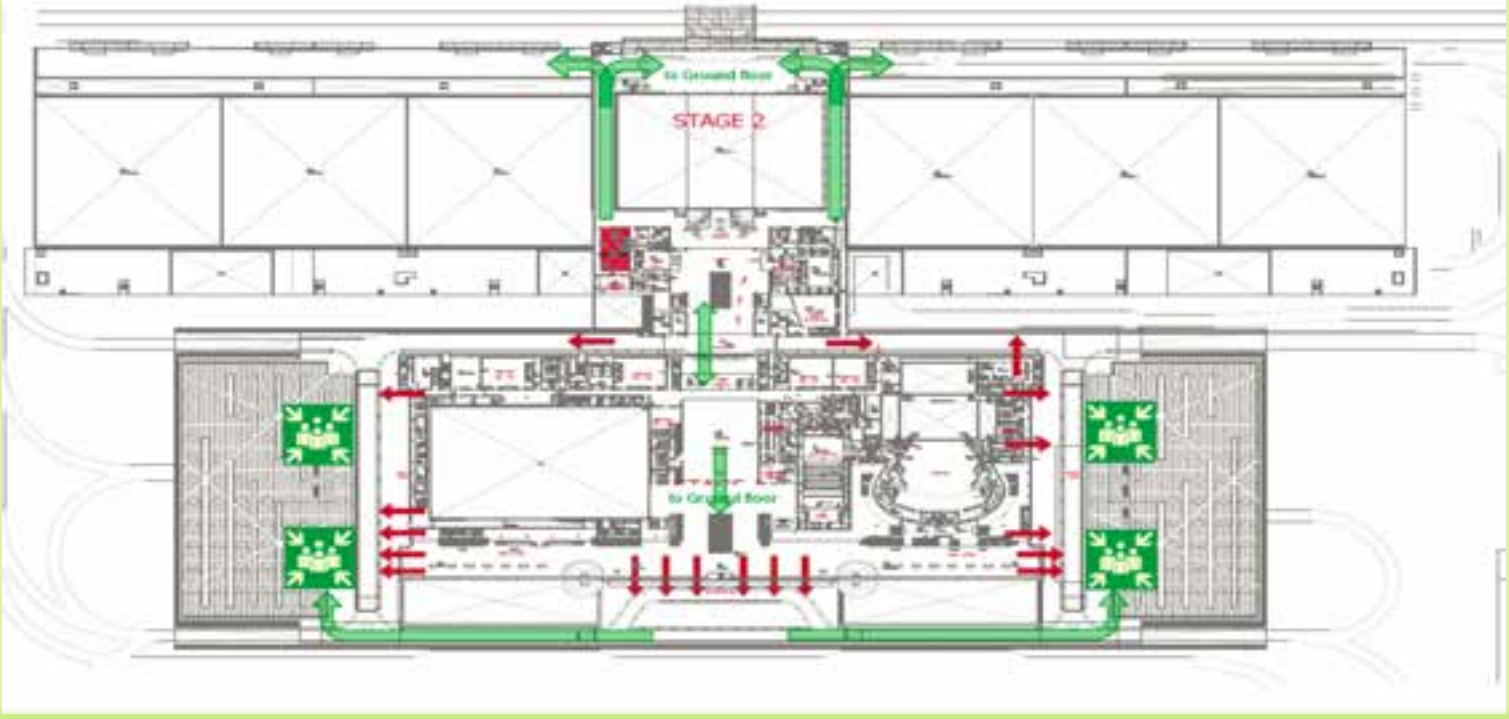
Important note: Please only use the fire alarm call points in a real fire emergency.

Evacuation Assembly Area

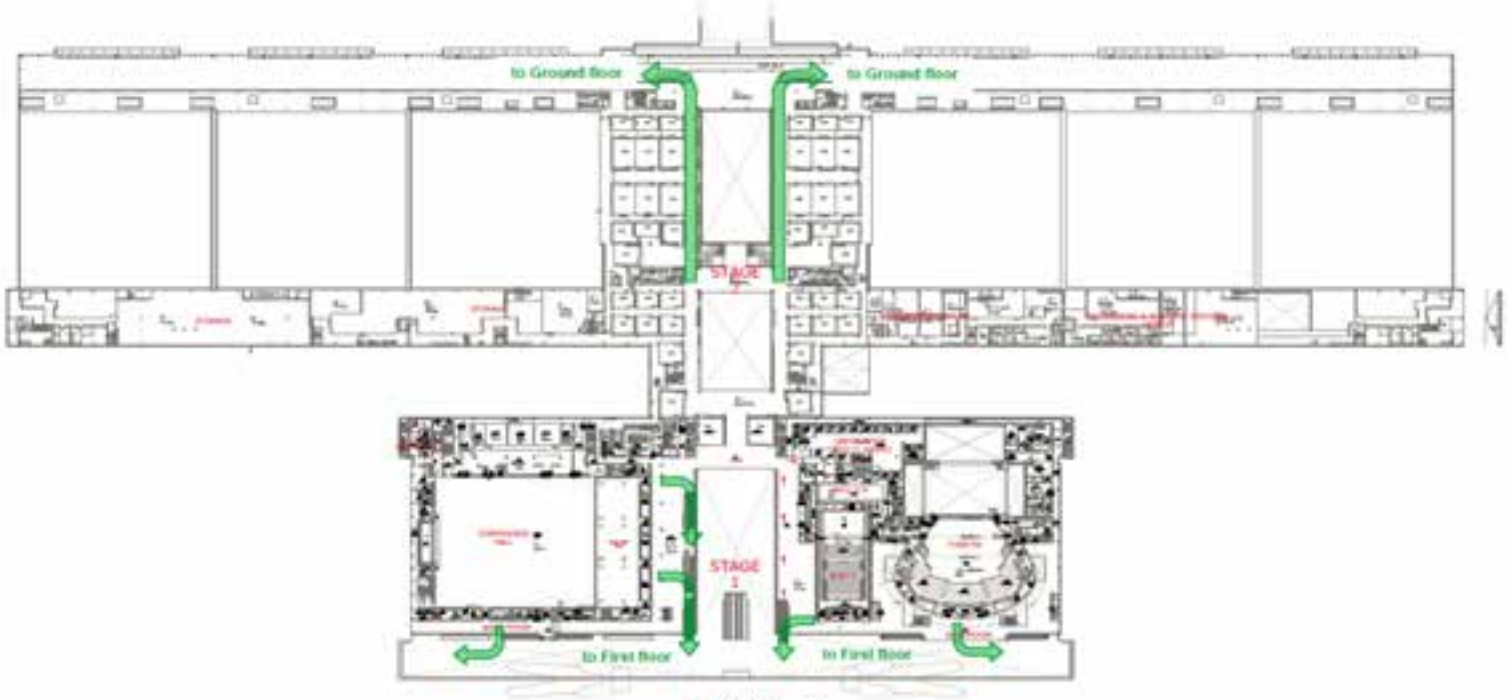
- During an evacuation Event Organisers, Exhibitors, Visitors and Contractors in any hall or any part of the Centre must be assembled at the nearest Assembly Area.
- The Evacuation Router and Assembly Areas are outlined on the maps below.
- These maps should be studied by all Exhibitors and Contractor and all their staff or agents as part of their familiarization with the Centre's physical infrastructure.


GROUND Floor – Evacuation and Assembly points
Exhibition hall concourse is the primary assembly point
Underpass is the primary assembly point

FIRST Floor – Evacuation and Assembly points



SECOND Floor – Evacuation and Assembly points



LEVEL 2

Medical assistance

An onsite first aid station will be located inside the hall 4 service desk during build-up and break down periods.

Alternatively should you or another person have an accident that requires first aid or medical assistance, please inform any QNCC staff member or Security guard who will direct the request to the QNCC Control Room.

Urgent assistance can always be requested via any internal telephone using the **emergency number 7999** or **via mobile phone @ +974 4470-7999.**

This will connect you with the QNCC Control Room who will address the situation reported accordingly. You will be asked the location and the nature of the incident, so please be mindful of this when you make a call.

GENERAL INFORMATION ABOUT STANDS

Exhibitors must ensure that the aisles adjoining the stands are not blocked during build up and break down, to a degree, which constrains the movement of other exhibitors and freight. Exhibitors must also ensure that the aisles adjacent to their stand are un-obstructed throughout the opening hours of the exhibition.

The organiser reserves the right to restrict the area of scaffolding or equipment and limit the times during which they shall remain in the halls or on the stand. No part of the stand or exhibit including the fascia, signs, lighting, corner posts or other fittings, shall project into or overhang any aisle or adjacent stands or obscure any fire exit or exit signs, or be suspended from the roof.

It is strictly prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items to the floor, walls, ceilings, or any other parts of the exhibition halls. Exhibitors are not allowed to paste, exhibit, or otherwise affix advertisements anywhere in the exhibition halls except on their own stand. The Exhibitor may not distribute handbills, advertisements, photographs or any other printed material from the aisles and outside areas of the exhibition.

Exhibitors are not permitted to connect or otherwise interfere with the electrical, gas, or water fittings of the halls and shall not introduce into or use in the halls any supplementary equipment for the generation and supply of electricity, or for other means of artificial lighting and generating power.

It will not be possible for exhibitors to obtain on-site services or labour for the erection of their stands and displays unless prior arrangements have been made. If on-site services or labour is required, please contact the official stand contractor for the rates. Advanced notice of at least one month must be given.

SHELL SCHEME STAND

The official stand builder of shell scheme stand is **Pico International.** A basic Shell Scheme package will provided with the following details below

SHELL SCHEME LAYOUT

Stand package for 9sqm – 12sqm includes the following items:

- 1x lockable cabinet
- 1x table
- 3x chairs
- electric connection 220 V- 13 amps
- 1x Waste bin
- Fascia board with company name and stand number
- 3x Spotlight
- 1x complimentary conference registration (with coffee breaks and lunch voucher)
- 1x complimentary booth personnel (with coffee breaks and lunch voucher)
- $9m^2$ Carpet

Metalwork with white infill panels, fascia with a name and number panel. This is built to an overall height of 2.5m. Stand includes delivery setup, breakdown and maintenance.

The stands consist of Octanorm system wall elements to which graphics of moderate weight can be attached by using double sided tape. The visible display area of each panel is 95cm x 236cm. It is strictly prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items to any other part of the shell scheme stands, including the walls / panels, poles, beams, ceiling beams. All additional displays must be contained with the Shell scheme structure and may not exceed 2.5m in eight as there are ceiling beams with lighting track(s).

The company name will be fitted to the fascia board, one per open side. You can specify your name requirement via order **Form 4 – Fascia Name**. Failure to submit this form may result in an inaccurate name displayed on your stand and charges being raised for correction.

If Pico International does not receive Form 4, fascia text, before the deadline **02 November 2015**, the company name as mentioned on the organiser's exhibitor list will be used. Any costs involved will be charged directly to the exhibitor.

Electrical Socket

There is a default position for electrical sockets. If any exhibitor requires any specific location, this should be plotted on the grid provided and send to: iptcforms@spe.org

Open Sides

If an exhibitor requires any specific walls to be left open or closed, then this should be plotted on the grid provided and sent to **iptcforms@spe.org** Stand layouts are subject to organizer's approval. Any changes onsite, after the stand has been built cannot be guaranteed, and if possible, would be subject to an additional cost.

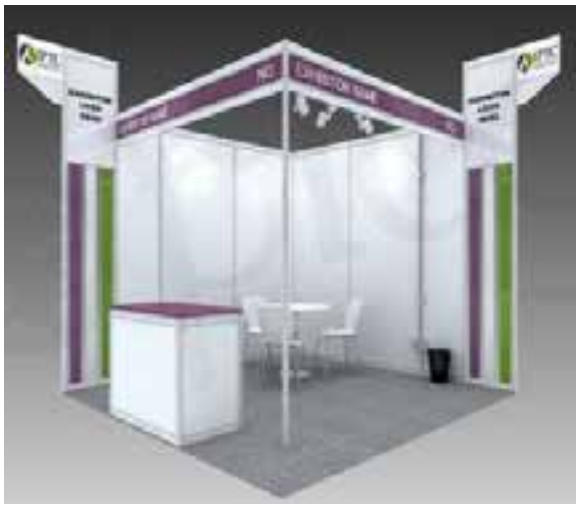
UPGRADED SHELL SCHEME

An option to upgrade your exhibition shell scheme are available.
The upgraded shell scheme types are **Tier 1 Premium Shell Scheme, Tier 2 Exclusive Shell Scheme and Tier 3 Super Premium Shell Scheme.**

TIER 1 PREMIUM SHELL SCHEME (9SQM)

Stand package for 9sqm – 12sqm includes the following items:

- 1x lockable cabinet with wooden top in roller paint finish
- 1x white round table
- 3x white plastic chairs
- electric connection 250W Single Socket (Square Pin)
- 1x Waste bin
- Fascia board displaying exhibitor name in English and stand no. in vinyl cut out sticker
- Pylon displaying Exhibitor logo Company logo to be printed in vinyl sticker
- 3x Spotlight
- 1x complimentary conference registration (with coffee breaks and lunch voucher)
- 1x complimentary booth personnel (with coffee breaks and lunch voucher)



PRICE: 58USD per sqm

TIER 2 EXCLUSIVE SHELL SCHEME (9SQM)

Stand package for 9sqm – 12sqm includes the following items:

- 1x lockable cabinet with wooden top in roller paint finish
- 1x round coffee table glass top
- 3x white sofa set
- electric connection 250W Single Socket (Square Pin)
- 1x Waste bin
- Fascia board with light box fascia displaying exhibitor name in English and stand no. in
- vinyl sticker Pylon displaying Exhibitor logo Company logo to be printed in vinyl sticker
- 3x Spotlight
- 1x complimentary conference registration (with coffee breaks and lunch voucher)
- 1x complimentary booth personnel (with coffee breaks and lunch voucher)

PRICE: 65USD per sqm

SUPER PREMIUM SHELL SCHEME (9SQM)

Stand Design (Super Premium Shell Scheme @ 9sqm)	Unit	Qty
Flooring:		
Provide Needle Punch Carpet	Sq.mt	
Structure:		
Maxima stand in aluminum structure with white infill panel (2 sided walls cof corner booths and 3 sided walls for aisle booths, and 3mH side feature column displaying IPTC logo	Sq.mt	
Fascia/Graphics:		
Exhibitor name (in English) or logo to be printed on banner (1 no. for aisle booth and 2 nos. for corner booth)	item	1
Side column displaying IPTC logo to be printed in vinyl sticker	nos	2
Furniture		
White sofa seats	nos	3
Round coffee table glass top	nos	1
system lockable cabinet with wooden top in roller paint finish (76cmH)	nos	1
waste paper basket	nos	1
Black metal brochure rack	nos	1
Light/ Power point:		
100W Track spotlight - inside the booth	nos	3
50W Track spotlight -for exhibitor name (1 no. for aisle booth and 2 nos. for corner booth)	nos	1
1 no. 250W Single Socket (Square Pin)	nos	1
Common Distribution board with main power supply	item	1
Others:		
Stand Cleaning prior to opening of the show		
Exclusion: Internet connection % other venue charges		
PRICE: USD 138.00 per sqm		

SPACE ONLY STANDS

Exhibitors who wish to build their own stand may do so, provided prior indication should be made on signing the application form. "Space Only" exhibitors, must provide the organizer with the perspective drawings (with proper measurements) showing the front, side, back side, elevations and floor layout of their proposed stand design for approval by Qatar National Convention Center. Exhibitors and their contractors are responsible for the construction and decoration of their stands. Stands must conform to basic safety standards and must not present danger to occupants/visitors.

Details must be provided immediately and accompanied by **Form 16 - Stand Approval** prior to the deadline dates. Please send drawing of your stand in either pdf or jpeg format on or before **01 October 2015** to **iptcforms@spe.org** and **ralcala@iptcnet.org** . Please see **Form 16 - Stand Approval** for more information about stand construction and fitting regulations for space only stands. No carpet or power supply will be provided for space only stands. Main supply must be ordered from the official contractor – PICO International (Please refer to **Form No. 6**), a month before the event, and it is their responsibility to terminate the power line with distribution board, and ELCB.

Qatar National Convention Centre reserves the right to reject any design, likely to unreasonably obscure or affect nearby exhibitors sites, or safety. The Maximum height allowed for stands is **6 meters**. All space-only contractors must complete and submit the **EAC Onsite Work Agreement Form** prior to the scheduled move-in. This agreement will be used towards any damages, delays due to non-compliance to the exhibit rules. Contractors who will fail to submit this form won't be allowed to move-in.

Peripheral Walling

Long runs of walling along open perimeters of stands (facing the aisles) are not permitted. Where long runs of walling need to be present along open sides they must be presented by display items and not left in plain colors. If perimeter walling is more than 1m high, it must not occupy more than one-third of any one side. If long runs of walling are essential they must be recessed by 0.5m from the perimeters of the occupied space and will be subject to written approval by the Organizers.

Dividing Walls

On divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5m. Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.4m upwards by the exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only. The minimum height for dividing walls is 2.5m.

Setting up your Space Only Stand

STEP 1
Submit all related forms and design (Complete list of requirements in **Form 16 - Stand Approval Form**
Send to: iptcforms@spe.org and ralcala@iptcnet.org

↓

STEP 2
Technical Review or Approval from **IPTC and QNCC**

↓

APPROVAL
YES / NO

→ Exhibitor Contractor to comply with suggested revisions and requirements

↓

STEP 3
Received Technical Review or Approval from IPTC

Display of Material

The display or distribution of any material, in any form, from any area within the Exhibition Halls, other than within the boundary of your stand is strictly prohibited.

Electrical Supply

It is duty of the Official Contractor to check all connections of the Space and Shell Scheme stands. A mandatory PAT Testing will be conducted prior to energizing all stands.

Height Grading System

All Space Only exhibitors must follow the height grading system. The maximum height for Space Only stand is as follow, including name sign or trademark:

The height from the floor to ceiling:

Exhibition Space	Height
Exhibition Hall 4	6 meters
Exhibition Hall 5	6 meters

Note:

All structural designs with scaled of stand design needs to be submitted to **QNCC** for approvals at least 2 months prior to the event.

FORMS

Exhibitor Checklist and Order Forms

FORM GUIDELINES	CONTRACTOR /SUPPLIER	DEADLINE	ACTION
FORM 1 Company Profile		01 October 2015	All Exhibitors
FORM 2 Company Advertisement		01 October 2015	Optional
FORM 3 Registrations		02 November 2015	All Exhibitors
3A Complimentary Registration		02 November 2015	All Exhibitors
3B Paid Registration		02 November 2015	Optional
FORM 4 Fascia Name	**PICO**	02 November 2015	Shell Scheme
FORM 5 Electrical Fittings	**PICO**	02 November 2015	Optional
FORM 6 Electrical Main Supply	**PICO**	02 November 2015	Space Only
FORM 7 Audio Visual	**PICO**	02 November 2015	Optional
FORM 8 Furniture	**PICO**	02 November 2015	Optional
FORM 9 IT & Telecommunications	**QNCC**	02 November 2015	Optional
FORM 10 On-Stand Catering	**QNCC**	02 November 2015	Optional
FORM 11 On-Stand Cleaning	**QNCC**	02 November 2015	Optional
FORM 12 Rigging	**QNCC**	02 November 2015	Optional
FORM 13 Security	**QNCC**	02 November 2015	Optional
FORM 14 Utilities (Water & Drainage Services)	**QNCC**	02 November 2015	Optional
FORM 15 Vehicle Form	**QNCC**	02 November 2015	Optional
FORM 16 Stand Approval (Space Exhibitor Only)	**PICO**	01 October 2015	Space Only
EAC Onsite Work Agreement		01 October 2015	Space Only
Method Statement		01 October 2015	Space Only
Risk Assessment		01 October 2015	Space Only

FORM 1 – COMPANY PROFILE

DEADLINE: October 1, 2015

This form must be completed and returned by to IPTC Organizer

P.O. Box 37679, Dubai, United Arab Emirates | Tel.: (971-4) 457 5853, Fax: (971-4) 457 3164
Email: ccarandang@iptcnet.org

Please list below the details and a short profile of your company and services. Text limitation for the profile is 100 words. Longer texts will be subject to editing.

Company Name:	
Stand Number:	Hall Number:
Contact Person:	Designation:
Address:	
Telephone/Mobile Number:	Fax Number:
Email Address:	Website:

Company Profile:

<Click here and type> Max 100 words

*Organisers retain the right to publish exhibiting company's contact details (as submitted in their Exhibit Application Form) in case the Exhibitor failed to comply with the above mentioned deadline.

FORM 2 – COMPANY ADVERTISEMENT

DEADLINE: October 8, 2015

This form must be completed and returned by to IPTC Organizer

P.O. Box 37679, Dubai, United Arab Emirates | Tel.: (971-4) 457 5853, Fax: (971-4) 457 3164
Email: ccarandang@iptcnet.org

Please complete this form if your company would like to place paid advertisement in the onsite conference programme. Coloured advertisements will be accepted only as digital files, ideally files in high resolution EPS or TIF format. All files must include images and fonts, with a viewable PDF file for comparison. All artwork should be sent along with the confirmation form or as specified.

Company Name:	
Stand Number:	Hall Number:
Contact Person:	Designation:
Address:	
Telephone/Mobile Number:	Fax Number:
Email Address:	Website:

Artwork Specifications:

Full Page
Trim: 21cm[w] x 29.7cm[h]
Bleed: 21.6cm[w] x 30.3cm[h]

Half Page
Trim: 21cm[w] x 14.8cm[h]
Bleed: 21.6cm[w] x 15.4cm[h]

Double-Page Spread
Trim: 29.7cm[w] x 42cm [h]
Bleed: 30.3cm[w] x 42.6cm [h]

*Open file in high resolution EPS or TIF format
We wish to place a full page advertisement in the on-site conference programme of IPTC 2015.

*Please note that failure to submit the advertisement by 08 October will result in the non-inclusion of the same. Refunds are not applicable. In such cases, opportunity to place the ad in an alternate event conference programme can be chosen.

FORM 3 – REGISTRATIONS

DEADLINE: November 2, 2015

This form must be completed and returned by to IPTC Organizer

P.O. Box 37679, Dubai, United Arab Emirates | Tel.: (971-4) 457 5853, Fax: (971-4) 457 3164
Email: ccarandang@iptcnet.org

FORM 3.A COMPLIMENTARY REGISTRATION

All Exhibitors will receive additional Passes and Invitations as per the suggested sliding scale:

STAND SIZE (IN M^2)	CONFERENCE PASS	BOOTH PASS	FREE VISITOR INVITES
9–17	1	1	50
18–26	2	2	50
27–35	3	3	50
36–49	4	4	50
50–74	6	6	75
75–99	8	8	75
100–124	10	10	100
125–149	12	12	100
150–199	15	15	100
200 to 1,000	20	20	100

Each complimentary Conference Registration gives the individual access to the Opening Ceremony, Executive Plenary, CEO Sessions, Panel Sessions, all Technical and E-poster Sessions, Closing Session, Exhibition and Coffee Breaks. This category includes lunch tickets for all days, a ticket for Conference Proceedings and Delegate bag, an invitation to attend IPTC Awards Ceremony and Dinner. Each complementary Booth Personnel Pass gives access to the Opening Ceremony, Executive Plenary, CEO Sessions, Panel Sessions, E-poster Sessions, Closing Session, Exhibition and Coffee Breaks. This category includes lunch tickets for all days.. To claim these complimentary passes, please fill the separate form and send it back on or before **02 November 2015**.

Should you require additional Booth Personnel passes to man your stand please fill out the exhibitor registration form and a confirmation with invoice will be sent to the email address mentioned. Please note that each additional Booth Personnel Pass is USD 300.

Each exhibitor is also entitled for free visitor invitations (will be emailed to you soon) which can be used to invite peers, suppliers, customers and/or their contacts to the These passes give the holder access to the opening ceremony, exhibition, coffee breaks, poster sessions and the closing ceremony.

The deadline for pre-registering all above passes is **02 November 2015**. Badges will be ready for pick-up onsite at the registration counters. Please see Schedule of Events on page 10 for more information.

With regards to complimentary registration, a separate bulk registration is to be sent for completion.

FORM 3.B PAID REGISTRATION

If you would like to purchase additional Conference passes, please contact **ccarandang@iptcnet.org**

FORM 4 – FASCIA NAME

DEADLINE: November 2, 2015

This form must be completed and returned by to Pico International L.L.C.
P.O. Box 37679, Dubai, United Arab Emirates | Tel.: (971-4) 420 4028, Fax: (971-4) 420 4038 **Email:** iptcforms@spe.org | CC: ccarandang@iptcnet.org

Please print in block letters.

The fascia height with aluminum frame is on foam board. The exhibitors name & stand number in English will be in Arial Bold upper case of 50mmH applied to the left side. However if any changes is required by the exhibitor there will be an additional charge payable by the exhibitor.

Company Name:	
Stand Number:	Hall Number:
Contact Person:	Designation:
Address:	
Telephone Number:	Fax Number:
Email Address:	Mobile Number:

Please enter below the Company name which you require on the fascia. This will be provided in BLOCK LETTERS, HELVETICA MEDIUM of 50mm high (maximum 24 letters). Please use block letters.

Fascia Name in English:

Note:

- *Any changes on fascia name after the deadline as well onsite, will be an additional charge payable by the exhibitor.*

FORM 5 – ELECTRICAL FITTINGS

DEADLINE: November 2, 2015

This form must be completed and returned by to Pico International L.L.C.
P.O. Box 37679, Dubai, United Arab Emirates | Tel.: (971-4) 420 4028, Fax: (971-4) 420 4038
Email: iptcforms@spe.org | CC: ccarandang@iptcnet.org **; irish.matias@ae.pico.com**

Please print in block letters.

Company Name:	
Stand Number:	Hall Number:
Contact Person:	Designation:
Address:	
Telephone Number:	Fax Number:
Email Address:	Mobile Number:

If you have additional electrical requirements not listed below, please contact Pico International LLC for a quotation. Please order the applicable distribution board for your main supply (if required).

Electrical fittings (rental)	PRICE IN USD UP TO NOVEMBER 1, 2015	PRICES IN USD AFTER 1st NOVEMBER 2015 AND ONSITE RATE	QTY	TOTAL COST (USD)
100W Track Spotlights	54.00	65.00		
50W Long Arm Halogen Spotlight	72.00	86.00		
40W Fluorescent Tube	48.00	58.00		
300W Short arm (yellow light)	90.00	108.00		
300W Long arm Floodlights (yellow light)	96.00	115.00		
13Amp Socket (3 pin socket)	54.00	65.00		
Single Phase Distribution Board	218.00	262.00		
Three Phase Distribution Board	432.00	518.00		
Extension cord (square pin)	18.00	22.00		
Multi-pin plug adaptor	6.00	7.00		
GTOTAL				

This order is only valid if accompanied by full payment in favour of "Pico International L.L.C." either by Bank Draft or Bank Transfer net of charges to:

Account Name : Pico International LLC

IBAN : AE100330000019000013200

Bank : Mashreq Bank

Address : DIC Branch, Dubai, United Arab Emirates

Swift Code : BOMLAEADXXX

If a bank transfer is made, kindly send bank advise copy and carry a copy of the same at the time of exhibition as proof of payment. Orders will not be processed without full payment prior to opening day.

BOOKING CONDITIONS:

Please note payment in full must accompany this order. Items will not be supplied if payment is not received in advance. No invoice will be issued; the order form itself will be a confirmation and official document. Once ordered and paid there will be no refund. ***There will be a 20% surcharge after the deadline as well onsite but subject to availability.***

Orders will not be processed without full payment prior to opening day

Date:_____ Name:_____ Signature:_____

Please indicate location of the mentioned items on the grid plan (1 square = 1 meter)

FORM 6 – ELECTRICAL MAIN SUPPLY

DEADLINE: November 2, 2015

This form must be completed and returned by to Pico International L.L.C.
P.O. Box 37679, Dubai, United Arab Emirates | Tel.: (971-4) 420 4028, Fax: (971-4) 420 4038
Email: iptcforms@spe.org | CC: ccarandang@iptcnet.org **; irish.matias@ae.pico.com**

Please print in block letters.

Company Name:	
Stand Number:	Hall Number:
Contact Person:	Designation:
Address:	
Telephone Number:	Fax Number:
Email Address:	Mobile Number:

If you have additional electrical requirements not listed below, please contact Pico International LLC for a quotation. Please order the applicable distribution board for your main supply (if required).

Build Up Power (inclusive of consumption)	**PRICE IN USD UP TO NOVEMBER 1, 2015**	**PRICES IN USD AFTER 1st NOVEMBER 2015 AND ONSITE RATE**	**QTY**	**TOTAL COST (USD)**
32 Amps Single Phase	USD 1,080.00	USD 1,170.00		
32 Amps Three Phase	USD 2,160.00	USD 2,340.00		
Main Power Supply (inclusive of consumption)	**PRICE IN USD UP TO NOVEMBER 1, 2015**	**PRICES IN USD AFTER 1st NOVEMBER 2015 AND ONSITE RATE**	**QTY**	**TOTAL COST (USD)**
32 Amps Single Phase	USD 1,080.00	USD 1,170.00		
32 Amps Three Phase	USD 2,160.00	USD 2,340.00		
GTOTAL				

SERVICE INFORMATION

1. No wall socket should be used for build-up.
2. All main power supply services shall be ordered through PICO.
3. The electrical installation at the stand and any damage due to improper installation is the responsibility of the exhibition contractor
4. Each distribution circuit supplying outdoor installation should be provided with its own readily accessible and properly identifiable means of isolation.
5. Distribution boards should be used for distribution of power and must contain ELCB/RCD.
6. Cable covers protected against mechanical damage should be used wherever there is a risk of mechanical damage
7. Cables should comply with BS 6007 or as appropriate, flexible cords should be used wherever there is a risk of mechanical damage.
8. Joints should be made either using connectors in accordance with BS 7671 as per the manufacturer's instructions or in an enclosure with a degree of protection of at least IAX or IPXXD.
9. Any additional power requirement will not be entertained after the first day of build-up.
10. Due to health and safety reasons, power related services/maintenance during the live days will be carried out after the show opening hours.
11. 24Hr continuous power supply will incur a 30% surcharge
12. All orders must follow the required guidelines and be submitted with a clear and precise grid plan at the time of ordering
13. Any changes required due to incorrect grid plans will be subject to a surcharge as per onsite rate of re-location.

This order is only valid if accompanied by full payment in favour of "Pico International L.L.C." either by Bank Draft or Bank Transfer net of charges to:

Account Name : Pico International LLC

IBAN : AE100330000019000013200

Bank : Mashreq Bank

Address : DIC Branch, Dubai, United Arab Emirates

Swift Code : BOMLAEADXXX

If a bank transfer is made, kindly send bank advise copy and carry a copy of the same at the time of exhibition as proof of payment. Orders will not be processed without full payment prior to opening day.

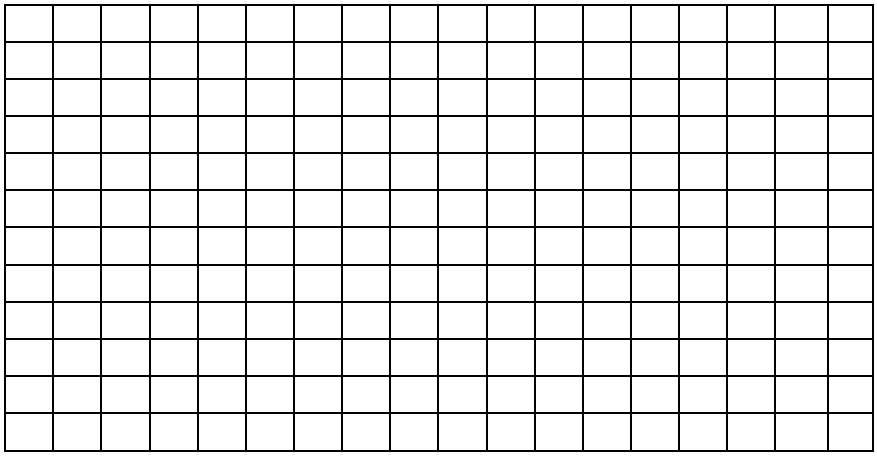
BOOKING CONDITIONS:

Please note payment in full must accompany this order. Items will not be supplied if payment is not received in advance. No invoice will be issued; the order form itself will be a confirmation and official document. Once ordered and paid there will be no refund. ***There will be a 20% surcharge after the deadline as well onsite but subject to availability.***

Orders will not be processed without full payment prior to opening day

Date:_____ Name:_____ Signature:_____

Please indicate location of the mentioned items on the grid plan (1 square = 1 meter)



FORM 7 – AUDIO VISUAL

DEADLINE: November 2, 2015

This form must be completed and returned by to Pico International L.L.C.
P.O. Box 37679, Dubai, United Arab Emirates | Tel.: (971-4) 420 4028, Fax: (971-4) 420 4038
Email: iptcforms@spe.org | CC: ccarandang@iptcnet.org **; irish.matias@ae.pico.com**

Please print in block letters.

Company Name:	
Stand Number:	Hall Number:
Contact Person:	Designation:
Address:	
Telephone Number:	Fax Number:
Email Address:	Mobile Number:

AUDIO/ VISUAL (rental for the duration of the show)	PRICE IN USD UP TO NOVEMBER 1, 2015	PRICES IN USD AFTER 1st NOVEMBER 2015 AND ONSITE RATE	QTY	TOTAL COST (USD)
LCD SCREEN				
17" LCD Data Monitor	USD 113.00	USD 135.00		
19" LCD Data Monitor	USD 153.00	USD 185.00		
22" LCD Data Monitor	USD 170.00	USD 204.00		
24" LCD Screen Full HD/DVI	USD 175.00	USD 210.00		
LED SCREEN				
32"LED Screen with HDMI and USB port	USD 350.00	USD 420.00		
40"LED Screen with HDMI and USB port	USD 416.00	USD 500.00		
42"LED Screen with HDMI and USB port	USD 526.00	USD 630.00		
46"LED Screen with HDMI and USB port	USD 613.00	USD 735.00		
60"LED Screen with HDMI and USB port	USD 2,850.00	USD 3,420.00		
COMPUTER & DVD				
Laptop	USD 395.00	USD 474.00		
DVD Player	USD 44.00	USD 53.00		
MISCELLANEOUS				
Shell Scheme TV mounting board	USD 100.00	USD 120.00		
		TOTAL		

Terms & Conditions:

1. The price quoted is based on the duration of not more than seven (5) days, which include build-up and teardown periods. For rental exceeding seven (5) days, charges will be on daily basis.

2. Manpower and equipment cost will be charged for special installations deemed at the sole discretion of Pico International LLC such as mounting of TV, data monitor, plasma screen or video wall set on high rise stands, and suspension of scanners/Moving Heads and other lighting systems on the Trade Center ceiling. Prices will be based on a case-by-case basis. Approval is required for such installation.

3. Pico International LLC reserves the right to revise the equipment rental rates for any orders received less than one (1) week before the build-up commences.

4. Equipment not specified in the list can still be requested at least four (4) weeks before the build-up commences.

5. The total value of the equipment will be billed upon loss or damage of equipment provided the client takes up the insurance package. Insurance is 20% of the total rental price quoted.

6. Hundred percent (100%) of the rental price of the equipment will be charged for cancellation once the equipment is delivered on-site.

This order is only valid if accompanied by full payment in favour of "Pico International L.L.C." either by Bank Draft or Bank Transfer net of charges to:

Account Name : Pico International LLC
IBAN : AE100330000019000013200
Bank : Mashreq Bank
Address : DIC Branch, Dubai, United Arab Emirates
Swift Code : BOMLAEADXXX

If a bank transfer is made, kindly send bank advise copy and carry a copy of the same at the time of exhibition as proof of payment. Orders will not be processed without full payment prior to opening day.

BOOKING CONDITIONS:

Please note payment in full must accompany this order. Items will not be supplied if payment is not received in advance. No invoice will be issued; the order form itself will be a confirmation and official document. Once ordered and paid there will be no refund. ***There will be a 20% surcharge after the deadline as well onsite but subject to availability.***

Orders will not be processed without full payment prior to opening day

Date:_____ **Name:**_____ **Signature:**_____

FORM 8 – FURNITURE

DEADLINE: November 2, 2015

This form must be completed and returned by to Pico International L.L.C.
P.O. Box 37679, Dubai, United Arab Emirates | Tel.: (971-4) 420 4028, Fax: (971-4) 420 4038
Email: iptcforms@spe.org | CC: ccarandang@iptcnet.org **; irish.matias@ae.pico.com**

Please print in block letters.

Company Name:	
Stand Number:	Hall Number:
Contact Person:	Designation:
Address:	
Telephone Number:	Fax Number:
Email Address:	Mobile Number:

CODE	DESCRIPTION OF SERVICE ITEMS	Price in USD up to 1st November	Price in USD after 1st November &on site rate	QTY	TOTAL COST (USD)
BARSTOOLS / CHAIRS					
BS01	Bar stool chrome (black)	54	65		
BS02	Bar stool (Black leather seat)	54	65		
BS04	Bar stool (white gas lift)	54	65		
CH01	IRIS Leather Chair, Black	50	60		
CH02	Stackable Chair - Black Fabric	48	58		
CH03	Friends Fabric Chair - Black	52	62		
CH06	Stackable Fabric Chair - Blue	48	58		
CH07	Stackable Wooden Chair - Beachwood	48	58		
CH08	Stackable Wooden Chair - Beachwood	48	58		
CH11	Folding Chair - White or Black	24	29		
TABLES					
BT01	Bistro Table (White or Beech top)	60	72		
BT21	Bistro Table (Glass top)	107	128		
CT02	Round Coffee Table - Glass Top	50	60		
CT21	Rectangular Coffee Table - Glass Top	85	102		
MT01	Round Table 4 Legs (white top) 80cm dia	55	66		
MT01	Round Table 4 Legs (beech wood) 90cm dia	55	66		
MT11	Round Table Single Leg (white) 80cm dia	60	72		
MT11	Round Table Single Leg (beech top) 90cm dia	60	72		

SOFAS					
SS01	Curvy Legend Single Seater (Black, Red, Beige)	85	102		
SS11	Curvy Legend Double Seater (Black, Red, Beige)	150	180		
ACCESSORIES / APPLIANCES					
AA01	Brochure Holder Table Top	24	29		
AA02	Brochure Rack (Metal - Black)	48	58		
AA11	Coat Rack (Self standing)	60	72		
AA12	Garment Rail	63	76		
AA22	Barricade Post with Tension Belt	36	43		
AA26	Sign Display Board	68	82		
AA41	Waste Paper Basket (Plastic)	10	12		
AA51	Electric Kettle	48	58		
AA62	Small Fridge	120	144		
SYSTEM COUNTERS, TABLES, DISPLAY UNITS, GLASS SHOWCASE					
S1	Info counter (103L x 53W x 103cmH)	75	90		
S1a	Info counter (103L x 53W x 79cmH)	70	84		
S1b	Info counter curve (144L x 67W x 103cmH)	75	90		
S1c	Info counter curve, Half round (200L x 100W x 103cmH)	138	166		
S2	Lockable cabinet (103L x 53W x 79cmH)	84	100		
S3	Low glass showcase (103L x 53W x 103cmH)	138	166		
S3a	Full Glass Showcase (103L x 53W x 103cmH)	138	166		
S3b	Glass Showcase (103L x 53W x 123cmH)	138	166		
S4	Slope Shelf (30cmW x 99cmL)	24	29		
S4a	Flat Shelf (30cmW x 99cmL)	24	29		
S5	Display cube (53 x 53 x 53cmH)	54	65		
S5a	Display cube (53 x 53 x 33cmH)	48	58		
S6	Display cube (53 x 53 x 79cmH)	72	86		
S6a	Display cube (53 x 53 x 103cmH)	90	108		
S7	Square table (103 X 103 X 79cmH)	54	65		
S7a	Square table (74 x 74 x 79cmH)	50	60		
S7b	Rectangle table (103 x 53 x 79cmH)	52	63		
S8	Tall glass showcase (103L x 53W x 205cmH)	174	209		
S8a	Tall glass showcase (53L x 53W x 205cmH)	156	187		
S9	Folding door with lock	90	108		
S10	Swing/Hinged door with lock	102	122		
SP	Single system panel (Octanorm) 100x 250cm	54	65		
PB10	Peg board with 10 hooks 6” (95 x 95cm)	72	86		
		GTOTAL	**USD**		

This order is only valid if accompanied by full payment in favour of "Pico International L.L.C." either by Bank Draft or Bank Transfer net of charges to:

Account Name : Pico International LLC

IBAN : AE100330000019000013200

Bank : Mashreq Bank

Address : DIC Branch, Dubai, United Arab Emirates

Swift Code : BOMLAEADXXX

If a bank transfer is made, kindly send bank advise copy and carry a copy of the same at the time of exhibition as proof of payment. Orders will not be processed without full payment prior to opening day.

BOOKING CONDITIONS:

Please note payment in full must accompany this order. Items will not be supplied if payment is not received in advance. No invoice will be issued; the order form itself will be a confirmation and official document. Once ordered and paid there will be no refund. ***There will be a 20% surcharge after the deadline as well onsite but subject to availability.***

****Orders will not be processed without full payment prior to opening day***

Date:_____ Name:_____ Signature:_____

SYSTEM COUNTERS, TABLES, DISPLAY UNITS, GLASS SHOWCASE

Info counter
(103L x 53W x 103cmH)
(Code: S1)

Info counter
(103L x 53W x 79cmH)
(Code: S1a)

Info counter curve
(144L x 67W x 103cmH)
(Code: S1b)

Low glass showcase
(103L x 53W x 103cmH)
(Code: S3)

Full glass showcase
(103 x 53 x 103cmH)
(Code: S3a)

Glass Showcase
(103L x 53W x 123cmH)
(Code: S3b)

Info counter curve, Half round
(200L x 100W x 103cmH)
(Code: S1c)

Lockable Counter
(103 x 53 x 79cmH)
(Code: S2)

Display cube
(53 x 53 x 53cmH)
(Code: S5)

Slope Shelf
(30cmW x 99cmL)
(Code: S4)

Flat Shelf
(30cmW x 99cmL)
(Code: S4a)

(System Tall Glass showcase)
(103 x 53 x 205cmH)
(Code: S8)

Display cube
(53 x 53 x 79cmH)
(Code: S6)

Display cube
(53 x 53 x 103cmH)
(Code: S6a)

Tall glass showcase
(53L x 53W x 205cmH)
(Code: S8a)

System Folding door
with lock
(Code: S9)

System Square Table
(103 x 103 x 79cmH)
(Code: S7)

System Square table
(74 x 74 x 79cmH)
(Code: S7a)

Swing/Hinged door
with lock
(Code: S10)

Single system panel
(Octanorm) 100x 250cm
(Code: SP)

BARSTOOLS / CHAIRS / TABLES / SOFAS / ACCESSORIES / APPLIANCES

Bar stool chrome (Black)
(Code: BS01)

Bar stool (Black leather seat)
(Code: BS02)

Leather Bar Stool (White)
(Code: BS06)

Friends Fabric Chair (Black)
(Code: CH03)

Stackable Fabric Chair (Blue)
(Code: CH06)

Stackable Wooden Chair
(Beechwood)
(Code: CH07)

IRIS Leather Chair (Black)
(Code: CH01)

Stackable Fabric Chair (Blac
(Code: CH02)

Single-Seater Sofa
Available color: Black, Blue, Brown
(Code: SS01)

Stackable Wooden Chair
(Beechwood)
(Code: CH08)

White Folding Chair
(Code: CH11)

Rectangularo coffee table
Glass Top
(Code: CT21)

Double-Seater Sofa
Available color: Black, Blue, Brown
(Code: SS11)

High Bar Table (White or Beech)
(60cm dia. X 106cmH)
(Code: BT01)

High Bar Table(Glass Top)
(60cm dia. X 106cmH)
(Code: BT21)

Round Table 4 Legs
(white top) 80cm dia
(Code: MT01)

Round Table 4 Legs
(beech wood) 90cm dia
(Code: MT01)

Round Table Single Leg
(white top) 80cm dia
(Code: MT11)

Round coffee table
(45cm dia.)
(Code: CT02)

Brochure Holder Table Top
(Code: AA01)

Brochure Rack (Metal - Black)
(Code: AA02)

Round Table Single Leg
(beech wood) 90cm dia
(Code: MT11)

Sign display board
(Code: AA26)

Waste Basket
(Code: AA41)

FORM 9 – IT & TELECOMMUNICATIONS

DEADLINE: November 2, 2015

This form must be completed and returned by to Qatar National Convention Centre.
P.O. Box 37679, Dubai, United Arab Emirates | T +974 4470 7429 l F +974 4470 7003
Email: exhibitionplanning@qatarconvention.com | CC: ccarandang@iptcnet.org

The QNCC IT Team is the exclusive provider of IT & Telecommunications services. Arrangements for these services shall be made through this form.

The most frequently requested services are listed in this order form. If you do not see what you require on this form, simply contact the Exhibitor Service Desk Team at exhibitionplanning@qatarconvention.com

To place orders online, kindly click on : http://www.qatarconvention.com/ExhibitorOrders

EXHIBITION DETAILS

Event Name: _____ **Exhibition Date:** _____
Stand Name: _____ **Hall Number:** _____ **Stand Number:** _____
Live Event Dates: _____ **to** **Numbers Expected:** _____
On-Site Contact Name: _____ **On-Site Contact #:** _____

ORDER CONTACT DETAILS

First Name: _____ **Surname:** _____ **Job Title:** _____
Company Name: _____ **Company Address:** _____
Company City: _____ **Postal Code:** _____ **Country:** _____
Direct #: _____ **Mobile #:** _____ **Fax #:** _____
E-mail Address: _____

WIRELESS SERVICES (Only for Demonstrations) (On Stand Wireless is provided primarily for technology/service demonstration purposes)						
ITEM DESCRIPTION	ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	UNIT QTY	DAYS	SUB-TOTAL QAR
4MB Wireless Internet WLAN with Hidden Custom SSID - 5 users	RFQ	RFQ	RFQ			
8MB Wireless Internet WLAN with Hidden Custom SSID - 5 users	600	800	1100			
Additional Wireless Users (per User)	50	50	50			
Wireless Network without Internet (Only WLAN) - 5 users	400	600	900			
WIRED SERVICES						
ITEM DESCRIPTION	ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	UNIT QTY	DAYS	SUB-TOTAL QAR
Data port activation (Only 1 IP Address Per Port Activation)	500	500	500		N/A	
Internet via LAN data port - custom bandwidth	RFQ	RFQ	RFQ			
Internet via LAN data port 2Mb	203	214	321			
Internet via LAN data port 4Mb	387	407	611			
Internet via LAN data port 8Mb	734	773	1160			

On Stand Network Cabling	250	300	500		N/A	
Public IP Address	1,284	1,284	1,284		N/A	
VLAN network configuration (per 25 ports)	508	535	803		N/A	
Wireless Internet custom network and/or SSID	RFQ	RFQ	RFQ			
Telephone Services						
ITEM DESCRIPTION	**ADVANCE RATE QAR**	**STANDARD RATE QAR**	**LATE RATE QAR**	**UNIT QTY**	**DAYS**	**SUB-TOTAL QAR**
Analogue telephone line for fax and credit card machines (not included)	102	107	161			
Telephone line and Conference Phone set	204	214	321			
Telephone line and handset	153	161	242			
Wireless telephone handset and charger (line inclusive)	128	134	202			
IT Equipment						
ITEM DESCRIPTION	**ADVANCE RATE QAR**	**STANDARD RATE QAR**	**LATE RATE QAR**	**UNIT QTY**	**DAYS**	**SUB-TOTAL QAR**
"Kensington" PC/Laptop Lock	584	584	615		N/A	
18.5" LCD Screen	120	120	144			
22" LED Screen	180	180	216			
24" LED VGA, DVI High resolution Touch Screen	600	60	720			
Desktop PC	150	150	180			
Fax Machine	150	150	180			
IPTV (TV/Signage) Media Player	300	300	360			
Laptop PC	200	200	300			
Paper Shredder Micro Cut 10ppm	600	600	720			
Photocopier MFP Black & White - Heavy Duty	1800	1800	2160			
Photocopier MFP Black & White - Medium Duty	1200	1200	1440			
Photocopier MFP Colour - Heavy Duty	2160	2160	2592			
Photocopier MFP Colour - Medium Duty	1800	1800	2160			
Printer Black & White Laser - Heavy Duty	600	600	720			
Printer Black & White Laser - Medium Duty	180	180	216			
Printer Colour - Heavy Duty	360	360	432			
Printer Colour - Medium Duty	240	240	324			
Scanner - Network	600	600	720			
Server (Windows Server Std Edition)	1200	1200	1320			
Wireless Keyboard & Mouse (English/Arabic)	50	50	60			
IT Consumables						
ITEM DESCRIPTION	**ADVANCE RATE QAR**	**STANDARD RATE QAR**	**LATE RATE QAR**	**UNIT QTY**	**DAYS**	**SUB-TOTAL QAR**
Network Cable Cat5/6 RJ45 - 10 metres	41	41	50		N/A	
Network Cable Cat5/6 RJ45 – 2 metres	30	30	36		N/A	
Network Cable Cat5/6 RJ45 - 20 metres	58	58	70		N/A	
Network Cable Cat5/6 RJ45 - 5 metres	35	35	41		N/A	
Network Cable Fibre Optic Singlemode LC/LC - 10 metres	166	166	199		N/A	
Network Cable Fibre Optic Singlemode LC/LC - 2 metres	150	150	180		N/A	
Network Cable Fibre Optic Singlemode LC/LC - 20 metres	173	173	208		N/A	

Network Cable Fibre Optic Singlemode LC/LC - 5 metres	154	154	185		N/A	
Paper Ream A3 (80 g/m2)	37	37	37		N/A	
Paper Ream A4 (80 g/m2)	24	24	24		N/A	
Phone Charger (USB)	80	80	80		N/A	
Power extension lead 13Amp 4gang 5metres	54	54	54		N/A	
USB Cable - 2 metres	42	42	50		N/A	
USB Memory Stick - 8GB	60	60	60		N/A	

TOTAL ITEMS ORDERED	
Total Amount QAR	
2.5% merchant fee for credit card	
GRAND TOTAL QAR	

SERVICE INFORMATION

● All Telecommunications Services shall be ordered through QNCC Exhibition Services

● All additional requirements and /or changes are required to be counter signed by the exhibitor and the QNCC representative.

● LAN Network Ports are required for each PC, Laptop, Network Printer, Server and other network based equipment.
● Local Telephone lines (inclusive of handset) and Fax lines are required for each phone, fax machine, and other telephony based equipment.

● Telephone call charges will be billed at the prevailing rate at the end of the event.

● If appropriate, the VLAN Network configuration is to enable the creation of a private Client LAN Infrastracture within the QNCC building.

● Bandwidth requirements greater than 8Mb MUST be advised 3 months prior to the event move-in date.

● All services will be activated and available for use on the first day of the event open period. If services are required earlier for on-stand configuration and testing, then additional day charges will apply. If applicable, the required date for active services should be indicated.

● Printers are standard desktop A4 type unless otherwise requested. All reasonable ink/toner is provided. One (1) tray of A4 paper is provided Additional paper and/or ink requirements shall be provided by the client or can be purchased from the QNCC Business Centre.

● Data/Telephony cables will be located on the stand next to the nearest cable access point unless a stand design/layout specifying the exact communication location(s) is received by the Centre 14 days prior to the event move-in date.

● No refunds will be made for services installed and not used during the event

● Late (On-site) orders are subject to access and appropriate data services availability of equipment and personnel.

● QNCC is the sole provider of Internet services within QNCC. Quotations for client specific data services can be provided on request.

● Wired and Wireless Internet speeds are aysmmetric (4:1). Symmetric internet options can be provided upon request.
● Location of the wired or telephone connection has to be marked on the below provided grid plan with all details. Failure to mark the locations on the "Grid Plan" located below will result in the cable being left at the nearest access pit. It will be the responsibility of the Stand contractor/Exhibitor to extend the cable to the desired location.

WIRELESS INTERNET INFORMATION

● No independent WiFi networks are to be setup by any exhibitor as this interferes with the QNCC Wireless Network. Failure to comply may result in the client's own WiFi network being blocked and LAN/Internet services provided by QNCC being deactivated, without refunds.

● Wireless broadcasting devices such as Access Points (both 3G and ethernet based), routers and bridges are not to be setup/used in the venue. No Mifi devices are to be used within the venue.

● Please contact exhibitionplanning@qatarconvention.com for any queries related to Wireless Internet in the Exhibition Halls.

● On Stand Wireless is provided primarily for technology/service demonstration purposes.

TERMS AND CONDITIONS

● Payment in full must be rendered on all orders when order is placed Exhibitors with outstanding balances from previous exhibitions must satisfy the payment requirement or services will not be provided. Various payment options are accepted.

● An order is considered confirmed only if the payment has been completed.

● ORDER FORMS AND FULL PAYMENT or CREDIT CARD AUTHORISATION are to be received as per the agreed timeline mentioned in this order form.

● Cancellation of services must be made 48 hours in advance. Any cancellation made within 48 hours is subject to a cancellation fee or up to the full price of the total service order form.

● All prices are rental only. Material and equipment furnished by the QNCC for this service order shall remain QNCC property unless otherwise. specified and shall be removed only by authorized QNCC staff at the move out of the event.

● The final reconciled invoice will be provided within fourteen (14) days after the show closing date.

● Claims/Refunds will not be considered unless filed in writing prior to the close of the exhibition. Please allow 15 days for processing.

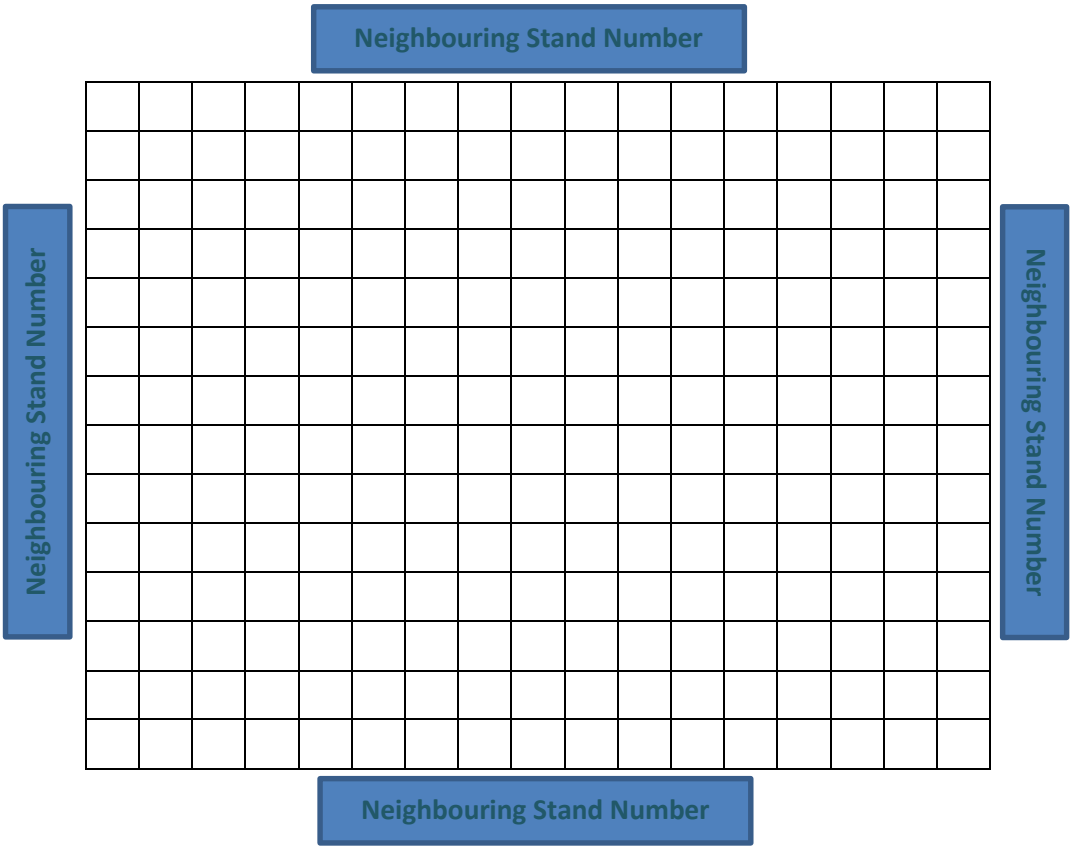
● All prices are rental of the equipment only. Any other technical services/support quoted as additional charges.

GRID PLAN

Kindly indicate on this Grid Plan the approximate internet / telephone connection layout you require for your stand. Indicate gangways and adjacent, to ensure positive identification. Use the following keys as indication:

D - Data / Internet / Computer
T - Telephone / Fax

**Grid is not to scale, please use for indication purpose only.*
**Show stand facing and neighboring stand numbers.*



PAYMENT INSTRUCTIONS

□ **Electronic Funds Transfer** □ **Credit Card**

● If payment is made by electronic transfer, please forward a copy of the transaction slip via fax or email.

CREDIT CARD PAYMENT AUTHORISATION	BANKING DETAILS
I duly authorise QNCC to charge my credit card: □ Master Card □ Visa Expiry Date: _____ Card No.: _____ PRINT NAME AS IT APPEARS ON CARD: _____ Signature: _____	Transfer amount to: Account Name: Qatar Properties Holdings Co. Bank: Qatar Islamic Bank Corporate Branch Account Number: 100230199 Swift Code: QISBQAQA IBAN: QA69QISB011583620020100230199

I hereby acknowledge I have read and understood the Service Information, Wireless Internet Information and authorize the QNCC to provide the stated services.

Authorised Signature: _____ Date: _____

Thank you for selecting QNCC! We look forward to seeing you in Doha, Qatar!

FORM 10 – STAND CATERING

DEADLINE: November 2, 2015

This form must be completed and returned by to Qatar National Convention Centre.
P.O. Box 37679, Dubai, United Arab Emirates | T +974 4470 7429 I F +974 4470 7003
Email: exhibitionplanning@qatarconvention.com | CC: ccarandang@iptcnet.org

QNCC is dedicated to providing quality service for all exhibitions. With a unique blend of professionalism, distinctive Arabian hospitality and innovative service delivery, we create an awe-inspiring exhibition experience.

The Qatar National Convention Centre (QNCC) provides an extensive range of food and beverage options for your stand or designated areas within the exhibition. If you would like menus for our full selection of food and beverage offerings and custom menus please contact QNCC's Exhibition Planning Team - exhibitionplanning@qatarconvention.com .

Alternatively for On-Stand Catering Delivery Service and staffing only, please indicate your requirements on the following pages and return this form **no less than 14 DAYS PRIOR to the move-in of the event.**

Orders received less than 14 days prior to the move-in of the event cannot be guaranteed and the on-site rate will apply.

To place orders online, kindly click on : http://www.qatarconvention.com/ExhibitorOrders

EXHIBITION DETAILS

Event Name: _____ **Exhibition Date:** _____
Stand Name: _____ **Hall Number:** _____ **Stand Number:** _____
Live Event Dates: _____ **to** **Numbers Expected:** _____
On-Site Contact Name: _____ **On-Site Contact #:** _____

ORDER CONTACT DETAILS

First Name: _____ **Surname:** _____ **Job Title:** _____
Company Name: _____ **Company Address:** _____
Company City: _____ **Postal Code:** _____ **Country:** _____
Direct #: _____ **Mobile #:** _____ **Fax #:** _____
E-mail Address: _____

Beverage Packages				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Water Cooler - Supplied for duration of event (QR400 charged if not returned) B44		0	
	Coffee - Brewed coffee, milk & sugar - with cups (12 cups) - B48		125	
	Tea - Selection of teas, milk & sugar - with cups (12 cups) B47		125	
	Beverage Cooler B51		496	
	Hot Water Urn with Coffee & Tea Selection - 100 Cup M52		941	
	Nespresso Lattissimo Coffee Machine M53		1150	
	WMF 1000 Pro Semi-Automatic M54		1840	
	Nespresso Machine - Semi-Automatic M55		1882	

Note: QNCC has exclusive food and beverage distribution rights within the venue. Any outside food and beverage items are not permitted to be bought into QNCC by any organiser, exhibitor, contractor or other entity hired as part of the event. In an event that there is a venue lockdown due to any VIP attendance, services may be delayed depending on the duration of the lockdown.

Chilled Juices				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Juice Chilled - Orange (1 litre) B29		25	
	Juice Chilled - Apple (1 litre) - B30		26	
	Juice Chilled - Berry (1 litre) - B31		26	
	Juice Chilled - Cranberry (1 litre) - B33		26	
	Juice Chilled - Mixed Fruit (1 litre) - B32		26	
Chocolate Selection				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Chocolates - Clusters & Rocks (40 pieces) (500 gm) F27		99	
	Chocolate - Assorted Chocolate Pralines (40 pieces) (500 gm) F23		110	
	Chocolate Truffles (40 pieces) (500 gm) F25		110	
	Chocolates - Clusters & Rocks (80 pieces) (1 Kg) F28		193	
	Chocolate - Assorted Chocolate Pralines (80 pieces) (1 Kg) F24		204	
	Truffles (80 pieces) (1 Kg) F26		204	
Coffee				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Pod for Latissima machine - R72		15	
	Pod for Nespresso machine - R73		15	
	10 Nescafe Coffee Sachets - R56		52	
	Gahwa - Arabic Coffee with Dates(12 pieces per serving) (1 litre) B49		94	
	1 Kg Fresh Coffee Beans - R57		188	
	Coffee / Tea Package CP1 (10 persons)		517	
	Coffee / Tea Package CP2 (10 persons)		517	
	Coffee / Tea Package CP3 (10 persons)		517	
	Coffee / Tea Package CP4 (10 persons)		517	
	Coffee / Tea Package CP5 (10 persons)		517	
	Coffee / Tea Package CP6 (10 persons)		517	
Cold - Salads & Starters - Buffet - International				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Crudités - Vegetables with Thousand Island Chilli Dip (12 shot glasses) F19		78	

Note: QNCC has exclusive food and beverage distribution rights within the venue. Any outside food and beverage items are not permitted to be bought into QNCC by any organiser, exhibitor, contractor or other entity hired as part of the event. In an event that there is a venue lockdown due to any VIP attendance, services may be delayed depending on the duration of the lockdown.

Cold - Salads & Starters - Buffet - Oriental				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Mezzah - Cold Platter with crispy pita chips (12 pieces) F18		99	
Cold - Canapes - Vegetarian				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Cheese - Individual Skewers with Garnishes (12 pieces) F11		157	
	Sushi - Vegetarian Maki with wasabi & soy (16 pieces) F12		225	
	Sushi - Assorted Maki with wasabi & soy (16 pieces) F13		246	
Cold - Sandwiches - Sandwiches				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Sandwiches - Chef's choice of Wraps (12 pieces) F15		172	
	Sandwiches - Chef's choice of Tea Sandwiches (12 pieces) F14		188	
Desserts - Bakery				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Muffins - assorted varieties (12 pieces) F6		125	
	Butter Croissants - assorted (12 pieces) F4		141	
Desserts - Canapes - Oriental				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Dates - Plain Plate (Sagai) (500 gram) F21		89	
	Pastry Arabic - Mamool and Assorted Halvah (24 pieces) F3		131	
	Dates - Stuffed Assorted Plate (500 gram) F22		193	
Desserts - Pastry				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Fresh Fruit - Whole (12 pieces) F10		63	
	Fresh Fruit - Skewer (12 pieces) F9		115	
	Brownies - Double Chocolate (12 pieces)		125	
Food & Beverage Equipment				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Coffee Cups, Saucers, 16cm Plates, Water Goblets, Cutleries - forks, knives, & tea spoons R74		38	

Note: QNCC has exclusive food and beverage distribution rights within the venue. Any outside food and beverage items are not permitted to be bought into QNCC by any organiser, exhibitor, contractor or other entity hired as part of the event. In an event that there is a venue lockdown due to any VIP attendance, services may be delayed depending on the duration of the lockdown.

Fresh Juice				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Fresh juice--Carrot (01 Litre) B 34c		57	
	Fresh juice--lemon/Mint (01 Litre) B 34d		57	
	Fresh Juice--Orange (01 Litre) B34a		57	
	Fresh juice--Watermelon (01 Litre) B 34b		57	
	Fresh juice--Kiwi (01 Litre) B 35b		78	
	Fresh juice--Pineapple (01 Litre) B 35a		78	
	Fresh juice--Rockmelon (01 Litre) B 35c		78	
	Fresh juice--Strawberry (01 Litre) B 35D		78	
Mineral Water				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Mineral Water Still Local (large) 1500ml (6 bottles) - B41		25	
	Mineral Water Still Local (small) 330ml (12 bottles) B40		25	
	Mineral Water Still (Imported) 330ml (12 bottles) B42		68	
	Mineral Water Sparkling (Imported) 250ml (12 bottles) B43		120	
Miscellaneous Items				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Ice-Cream Station - 4.5 Litre Each (1 Tub) 40 Cups Chocolate, Vanilla, Strawberry, Magon with Toppings H75		418	
	Popcorn Machine - Salted - 100 cups H77		941	
	Smoothie Bar (3 Varieties, 200ml - 50 Glasses) - Please Ask for Menu - H76		1045	
Operations Personnel				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Arabic Coffee Server - in full traditional dress (10 hours) S74		366	
	Staff for space/room or to operate coffee machine (10 hours) S73		366	
	Staff to Operate Ice-Cream or Smoothie or Popcorn Station (10 hours) H78		366	
	Stand Service Staff (10 hrs)		366	
Soft Drinks				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Cans of Assorted Softdrinks: Sprite/Fanta/Fanta Citrus (24 cans) - B38		120	
	Cans of Coca Cola (24 cans) B36		120	
	Cans of Diet Coke (24 cans) B37		120	
Select Your Own Package - Morning Sweets				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Tart - Portugese Custard (12 pieces) F8		115	

Note: QNCC has exclusive food and beverage distribution rights within the venue. Any outside food and beverage items are not permitted to be bought into QNCC by any organiser, exhibitor, contractor or other entity hired as part of the event. In an event that there is a venue lockdown due to any VIP attendance, services may be delayed depending on the duration of the lockdown.

Replenishment Items				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Sugar Sachets/Stirrers (with Order) - R63		0	
	Biodegradable Forks (25) - R70		11	
	Biodegradable Knives (25) R68		11	
	Biodegradable Spoons (25) R69		11	
	Biodegradable Tea Spoons (25) - R71		12	
	10 Tea bags R58		16	
	Disposable plastic cups for water, juices & soft drinks (50 cups) B46 R65		16	
	Biodegradable Plates (small) (25) R66		21	
	10 portions UHT Milk R61		26	
	Biodegradable Plates (large) (12) R67		26	
	Water - 5 Gallon (19 litre) for Cooler - including 50 disposable water cones		37	
	Disposable Heat Barrier Coffee Cups (50 cups) R64		52	
	1.75 Litres Milk R60		55	
	Drinking Chocolate (250gm) R59		63	
	Cookies - Selection of Shortbread, chocolate chip, date, and almond (24 pieces) F5		99	
	Danish Pastries (12 pieces) F1		125	
	Pastries Arabic - Assorted Baklava & Mamool (24 pieces) F3		131	
	French Pastries (12 pieces) F2		162	
	Charcuterie - Cured cold cuts with ciabatta, oil and balsamic vinegar (12 people) F20		199	
	Canapés - Vegetarian , Chef's selection (24 pieces) F16		214	
	Canapés - Assorted, Chef's selection (24 pieces) F17		246	
Special Packages				
Tick Your Selection	ITEM DESCRIPTION	UNIT QTY	PRICE (QAR)	SUB-TOTAL QAR
	Food & Beverage Additional Charges		**0**	
		TOTAL ITEMS ORDERED		
		Total Amount QAR		
		2.5% merchant fee for credit card payment		
		GRAND TOTAL QAR		

Note: QNCC has exclusive food and beverage distribution rights within the venue. Any outside food and beverage items are not permitted to be bought into QNCC by any organiser, exhibitor, contractor or other entity hired as part of the event. In an event that there is a venue lockdown due to any VIP attendance, services may be delayed depending on the duration of the lockdown.

PRICING INFORMATION

- Advance Rate is available up to 30 days before the event move in
- Standard Rate: from 29 to 10 days before the event move in
- Late Rate: 9 days and below, please check the availability of the item/service before placing an order
- Online orders is active up to three days prior to the event move in

SERVICE INFORMATION

- All food and beverage items shall be ordered through your event planner at **exhibitionplanning@qatarconvention.com.**
- QNCC HAS THE SOLE RIGHT FOR THE SALE OR DISTRIBUTION OF ANY ARTICLE OF FOOD AND DRINK.
- Crockery and cutlery will be provided where required. The cost of lost or missing crockery and cutlery will be borne by the exhibitors.
- Serviettes are provided complimentary with all orders.
- Power connection shall be arranged for any order as required. Please arrange with the appointed stand contractor prior to build-up.
- For the hiring of service personnel, please ensure appropriate instruction is provided to enable us to meet your requirements.
- The Stand Catering order(s) and services are subject to availability.
- All additional requirements and /or changes are required to be counter signed by the exhibitor and the QNCC representative.
- In an event that there is a venue lockdown due to any VIP attendance, services may be delayed depending on the duration of the lockdown.
- Prices are subject to change from 01 January 2015.

TERMS AND CONDITIONS

- Payment in full must be rendered on all orders when order is placed Exhibitors with outstanding balances from previous exhibitions must satisfy the payment requirement or services will not be provided. Various payment options are accepted.

- An order is considered confirmed only if the payment has been completed.

- ORDER FORMS AND FULL PAYMENT or CREDIT CARD AUTHORISATION are to be received as per the agreed timeline mentioned in this order form.

- Cancellation of services must be made 48 hours in advance. Any cancellation made within 48 hours is subject to a cancellation fee or up to the full price of the total service order form.

- All prices are rental only. Material and equipment furnished by the QNCC for this service order shall remain QNCC property unless otherwise. specified and shall be removed only by authorized QNCC staff at the move out of the event.

- The final reconciled invoice will be provided within fourteen (14) days after the show closing date.

● Claims/Refunds will not be considered unless filed in writing prior to the close of the exhibition. Please allow 15 days for processing.

● All prices are rental of the equipment only. Any other technical services/support quoted as additional charges.

PAYMENT INSTRUCTIONS

□ **Electronic Funds Transfer** □ **Credit Card**

● If payment is made by electronic transfer, please forward a copy of the transaction slip via fax or email.

CREDIT CARD PAYMENT AUTHORISATION	BANKING DETAILS
I duly authorise QNCC to charge my credit card: □ Master Card □ Visa Expiry Date: _____ Card No.: _____ PRINT NAME AS IT APPEARS ON CARD: _____ Signature: _____	Transfer amount to: Account Name: Qatar Properties Holdings Co. Bank: Qatar Islamic Bank Corporate Branch Account Number: 100230199 Swift Code: QISBQAQA IBAN: QA69QISB011583620020100230199

I hereby authorize the QNCC to provide the stated services and agree to assume complete responsibility for all service charges.

Authorised Signature: _____ Date: _____

Thank you for selecting QNCC! We look forward to seeing you in Doha, Qatar!

Note: QNCC has exclusive food and beverage distribution rights within the venue. Any outside food and beverage items are not permitted to be bought into QNCC by any organiser, exhibitor, contractor or other entity hired as part of the event. In an event that there is a venue lockdown due to any VIP attendance, services may be delayed depending on the duration of the lockdown.

FORM 11 – STAND CLEANING

DEADLINE: November 2, 2015

This form must be completed and returned by to Qatar National Convention Centre.
P.O. Box 37679, Dubai, United Arab Emirates | T +974 4470 7429 l F +974 4470 7003
Email: exhibitionplanning@qatarconvention.com | CC: ccarandang@iptcnet.org

The most frequently requested services are listed in this order form. If you do not see what you require on this form, simply contact the Exhibitor Service Desk Team at **exhibitionplanning@qatarconvention.com**

To place orders online, kindly click on : http://www.qatarconvention.com/ExhibitorOrders

EXHIBITION DETAILS

Event Name: _____ **Exhibition Date:** _____
Stand Name: _____ **Hall Number:** _____ **Stand Number:** _____
Live Event Dates: _____ **to** **Numbers Expected:** _____
On-Site Contact Name: _____ **On-Site Contact #:** _____

ORDER CONTACT DETAILS

First Name: _____ **Surname:** _____ **Job Title:** _____
Company Name: _____ **Company Address:** _____
Company City: _____ **Postal Code:** _____ **Country:** _____
Direct #: _____ **Mobile #:** _____ **Fax #:** _____
E-mail Address: _____

Date Required	Time Required (QNCC recommends the stand cleaning to be carried out during the night or after the Exhibition closing hours)	Stand No	Stand Size (m²)	ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	SUB-TOTAL QAR
				QAR2.99 (per m²)	QAR4.00 (per m²)	QAR5.00 (per m²)	

TOTAL ITEMS ORDERED	
Total Amount QAR	
2.5% merchant fee for credit card payment	
GRAND TOTAL QAR	

PRICING INFORMATION

- Advance Rate is available up to 30 days before the event move in
- Standard Rate: from 29 to 10 days before the event move in
- Late Rate: 9 days and below, please check the availability of the item/service before placing an order
- Online orders is active up to three days prior to the event move in

Orders must be placed at least 24 hours prior to the service delivery
No cleaning orders will be accepted with less than 24 hours notice.

SERVICE INFORMATION

● TIME Required: QNCC recommends the stand cleaning to be carried out during the night or after the Exhibition closing hours.

● All cleaning services includes vacuuming of floor carpets, mopping of hard floors, dusting of tables and chairs. Trash removal will be carried out once a day. No exhibits or electronic devices will be cleaned. No high level cleaning above 3m will be carried out.

● All additional requirements and /or changes are required to be counter signed by the exhibitor and the QNCC representative.

TERMS AND CONDITIONS

● Payment in full must be rendered on all orders when order is placed Exhibitors with outstanding balances from previous exhibitions must satisfy the payment requirement or services will not be provided. Various payment options are accepted.
● An order is considered confirmed only if the payment has been completed.
● ORDER FORMS AND FULL PAYMENT or CREDIT CARD AUTHORISATION are to be received as per the agreed timeline mentioned in this order form.
● Cancellation of services must be made 48 hours in advance. Any cancellation made within 48 hours is subject to a cancellation fee or up
● All prices are rental only. Material and equipment furnished by the QNCC for this service order shall remain QNCC property unless otherwise specified and shall be removed only by authorized QNCC staff at the move out of the event.

● The final reconciled invoice will be provided within fourteen (14) days after the show closing date.

● Claims/Refunds will not be considered unless filed in writing prior to the close of the exhibition. Please allow 15 days for processing.

PAYMENT INSTRUCTIONS

□ **Electronic Funds Transfer** □ **Credit Card**

● If payment is made by electronic transfer, please forward a copy of the transaction slip via fax or email.

CREDIT CARD PAYMENT AUTHORISATION	BANKING DETAILS
I duly authorise QNCC to charge my credit card: □ Master Card □ Visa Expiry Date: _____ Card No.: _____ PRINT NAME AS IT APPEARS ON CARD: _____ Signature: _____	Transfer amount to: Account Name: Qatar Properties Holdings Co. Bank: Qatar Islamic Bank Corporate Branch Account Number: 100230199 Swift Code: QISBQAQA IBAN: QA69QISB011583620020100230199

I hereby authorize the QNCC to provide the stated services and agree to assume complete responsibility for all service charges.

Authorised Signature: _____ Date: _____

Thank you for selecting QNCC! We look forward to seeing you in Doha, Qatar!

FORM 12 – RIGGING

DEADLINE: November 2, 2015

This form must be completed and returned by to Qatar National Convention Centre.
P.O. Box 37679, Dubai, United Arab Emirates | T +974 4470 7429 l F +974 4470 7003
Email: exhibitionplanning@qatarconvention.com | Cc: iptcrigging@spemail.org

The QNCC AV Production Team is the exclusive provider of Rigging Services. Arrangements for these services shall be made through this form. Dates of installation may vary depending on the quantity of orders received and how many move-in days an event may have. All rigging orders are subject to approval by QNCC and must be installed, removed and supervised by QNCC authorized personnel.

The most frequently requested services are listed in this order form. If you do not see what you require on this form, simply contact the Exhibitor Service Desk Team at exhibitionplanning@qatarconvention.com

To place orders online, kindly click on : http://www.qatarconvention.com/ExhibitorOrders

EXHIBITION DETAILS

Event Name: _____ **Exhibition Date:** _____
Stand Name: _____ **Hall Number:** _____ **Stand Number:** _____
Live Event Dates: _____ **to** **Numbers Expected:** _____
On-Site Contact Name: _____ **On-Site Contact #:** _____

ORDER CONTACT DETAILS

First Name: _____ **Surname:** _____ **Job Title:** _____
Company Name: _____ **Company Address:** _____
Company City: _____ **Postal Code:** _____ **Country:** _____
Direct #: _____ **Mobile #:** _____ **Fax #:** _____
E-mail Address: _____

Chain Motors and Controller							
ITEM DESCRIPTION	ADVANCE RATE (QAR) Rental Up to 7 Days Period	STANDARD RATE (QAR) Rental Up to 7 Days Period	LATE RATE (QAR) Rental Up to 7 Days Period	QTY	HALL NO.	STAND No	SUB-TOTAL QAR
1000KG Chain Motor	2700	3500	4600				
250KG Chain Motor	2700	2700	3500				
Rigging							
ITEM DESCRIPTION	ADVANCE RATE (QAR) Rental Up to 7 Days Period	STANDARD RATE (QAR) Rental Up to 7 Days Period	LATE RATE (QAR) Rental Up to 7 Days Period	QTY	HALL NO.	STAND No	SUB-TOTAL QAR
Additional 10kg Point for Hanging Banners	320	430	535				
Bridle Point or over 500Kg	1605	2170	2400				
Point not on mothergrid	1285	1930	2170				
Point up to 500kg	960	1285	1930				
Standard Banner (2x 10kg Points)	640	860	1070				

Chain Motors and Controller							
ITEM DESCRIPTION	ADVANCE RATE (QAR) Rental Up to 7 Days Period	STANDARD RATE (QAR) Rental Up to 7 Days Period	LATE RATE (QAR) Rental Up to 7 Days Period	QTY	HALL NO.	STAND No	SUB-TOTAL QAR
Rigging Steel 10mm 1M Length	160	210	270				
Rigging Steel 10mm 3M Length	160	210	270				
Rigging Steel 10mm 4M Length	160	210	270				
Rigging Steel 10mm 6M Length	160	210	270				
					TOTAL ITEMS ORDERED		
					Total Amount QAR		
					2.5% merchant fee for credit card payment		
					GRAND TOTAL QAR		

PRICING INFORMATION

- Advance Rate is available up to 30 days before the event move in
- Standard Rate: from 29 to 10 days before the event move in
- Late Rate: 9 days and below, please check the availability of the item/service before placing an order
- Online orders is active up to three days prior to the event move in

SERVICE INFORMATION

- All rigging is provided through QNCC Exhibition Services and installed as per approved rigging plot submitted to QNCC.
- Only QNCC Riggers may attach any suspension equipment to the structure of the Building, this includes all mother grids, hanging points, flying systems or any other structural elements. Unless prior written approval is obtained from QNCC Management.
- All overhead rigging incorporating lifting equipment (ie. Chain hoist, winch or other) must be backed up by a secondary suspension. Unless a BGV C1 or BGV D8+ standard of hoist, along with a current inspection certificate for each hoist,in use is issued to QNCC prior to installation.
- All Suspended material is required to be able to move independently of the mother grid for load in / load out purposes. The QNCC mother grid is not for lifting / lowering of suspended materials.

● All Rigging operations timing schedules will be advised by QNCC prior to load In and Load Out.
● Any Rigging operations requested at a specific time or to a client's schedule are liable for additional charges for Labor and or Plant charges. (i.e. a bespoke rigger or dedicated plant use)
● Any movement / Re- rigging or changes to the Rigging plot (within 10 days of event start) are liable for charges reflecting the additional service requirements as per the table above.
● All additional requirements and /or changes are required to be counter signed by the exhibitor and the QNCC representative
● **Late Rigging rate is applicable from within 10 days prior to event start as per Schedule of Technical Services. Late orders cannot be guaranteed**

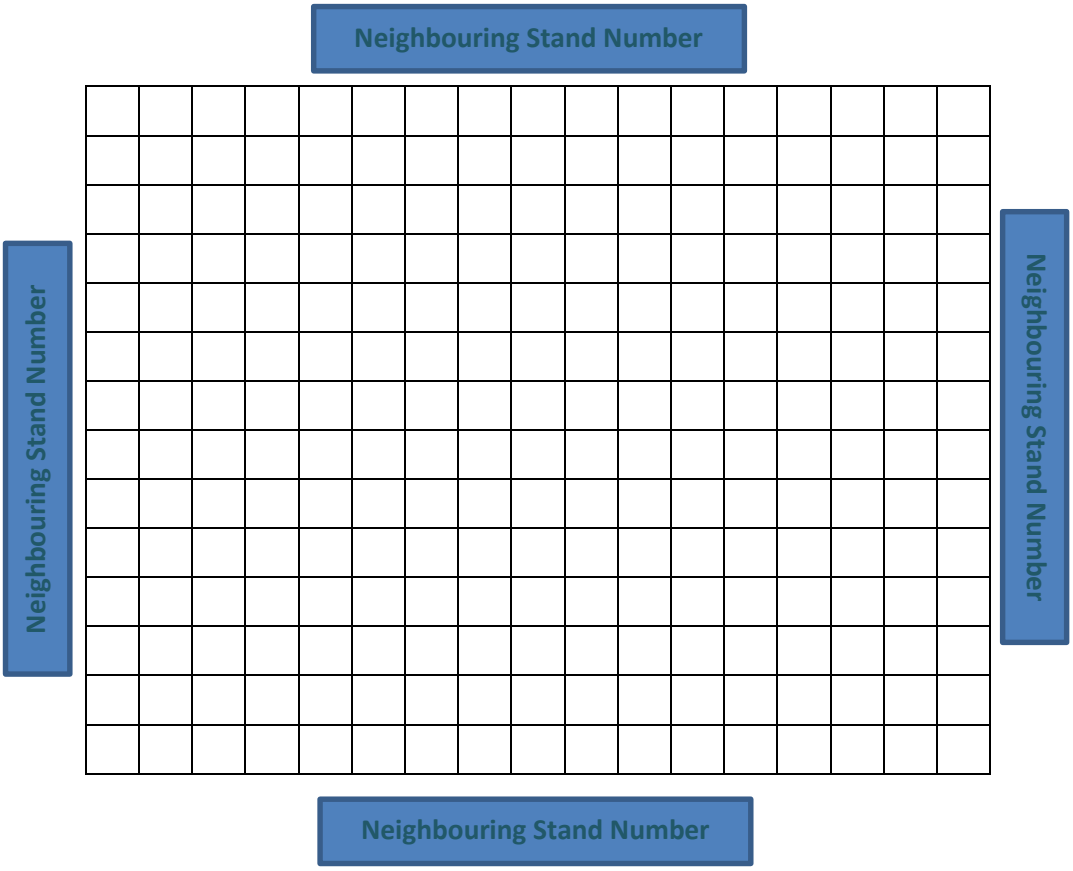
TERMS AND CONDITIONS

● Payment in full must be rendered on all orders when order is placed Exhibitors with outstanding balances from previous exhibitions must satisfy the payment requirement or services will not be provided. Various payment options are accepted.
● An order is considered confirmed only if the payment has been completed.
● ORDER FORMS AND FULL PAYMENT or CREDIT CARD AUTHORISATION are to be received as per the agreed timeline mentioned in this order form.
● Cancellation of services must be made 48 hours in advance. Any cancellation made within 48 hours is subject to a cancellation fee or up to the full price of the total service order form.
● All prices are rental only. Material and equipment furnished by the QNCC for this service order shall remain QNCC property unless otherwise. specified and shall be removed only by authorized QNCC staff at the move out of the event.
● The final reconciled invoice will be provided within fourteen (14) days after the show closing date.

● Claims/Refunds will not be considered unless filed in writing prior to the close of the exhibition. Please allow 15 days for processing.
● All prices are rental of the equipment only. Any other technical services/support quoted as additional charges.

RIGGING PLANS

a. All orders for rigging must follow the required guidelines and be submitted with a clear and precise rigging plan at the time of ordering. Any changes required due to incorrect rigging plans will be subject to a surcharge.
b. All rigging plans must show the location of each rigging point in relation to the stand using metric measurements.
c. All rigging must be within the perimeter of the stand.
d. The exact weight of each rigging point must be detailed in kilograms in addition to the weight in kilograms of the structure.
e. The type of structure or banner material must be detailed along with the metric width, height and length.
f. The stand orientation must be detailed by showing the location of the main entrance and by the stands or walls on the other neighboring three sides.
g. The height from the floor to the bottom of the structure or banner when fully suspended must be shown using metric measurements.



PLEASE SPECIFY THE FOLLOWING	
Desired height from floor to the bottom of the structure or banner:	
Size of the structure or banner:	
Stand on left side:	
Stand on right side:	
Stand at rear:	

PAYMENT INSTRUCTIONS

□ **Electronic Funds Transfer** □ **Credit Card**

● If payment is made by electronic transfer, please forward a copy of the transaction slip via fax or email.

CREDIT CARD PAYMENT AUTHORISATION	BANKING DETAILS
I duly authorise QNCC to charge my credit card: □ Master Card □ Visa Expiry Date: _____ Card No.: _____ PRINT NAME AS IT APPEARS ON CARD: _____ Signature: _____	Transfer amount to: Account Name: Qatar Properties Holdings Co. Bank: Qatar Islamic Bank Corporate Branch Account Number: 100230199 Swift Code: QISBQAQA IBAN: QA69QISB011583620020100230199

I hereby authorize the QNCC to provide the stated services and agree to assume complete responsibility for all service charges.

Authorised Signature: _____ Date: _____

FORM 13 – SECURITY

DEADLINE: November 2, 2015

This form must be completed and returned by to Qatar National Convention Centre.
P.O. Box 37679, Dubai, United Arab Emirates | T +974 4470 7429 l F +974 4470 7003
Email: exhibitionplanning@qatarconvention.com | CC: ccarandang@iptcnet.org

The QNCC Security Team is the exclusive provider of Security Services. Arrangements for these services shall be made through this form.

The most frequently requested services are listed in this order form. If you do not see what you require on this form, simply contact the Exhibitor Service Desk Team at exhibitionplanning@qatarconvention.com

To place orders online, kindly click on : http://www.qatarconvention.com/ExhibitorOrders

EXHIBITION DETAILS

Event Name: _____ **Exhibition Date:** _____
Stand Name: _____ **Hall Number:** _____ **Stand Number:** _____
Live Event Dates: _____ **to** **Numbers Expected:** _____
On-Site Contact Name: _____ **On-Site Contact #:** _____

ORDER CONTACT DETAILS

First Name: _____ **Surname:** _____ **Job Title:** _____
Company Name: _____ **Company Address:** _____
Company City: _____ **Postal Code:** _____ **Country:** _____
Direct #: _____ **Mobile #:** _____ **Fax #:** _____
E-mail Address: _____

Health & Safety Personnel						
ITEM DESCRIPTION	ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	QTY Req	DAYS	SUB-TOTAL QAR
Fire Watch	48	51	51			
Security Equipment						
ITEM DESCRIPTION	ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	QTY Req	DAYS	SUB-TOTAL QAR
TETRA radio handset & charger	150	150	150			
Security Hourly						
ITEM DESCRIPTION	ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	QTY Req	DAYS	SUB-TOTAL QAR
Female Guard	65	70	70			
Security Guard	48	51	51			
Security Supervisor	60	65	65			

TOTAL ITEMS ORDERED	
Total Amount QAR	
2.5% merchant fee for credit card payment	
GRAND TOTAL QAR	

PRICING INFORMATION

- Advance Rate is available up to 30 days before the event move in
- Standard Rate: from 29 to 10 days before the event move in
- Late Rate: 9 days & below, please check the availability of the item/service before placing an order
- Online orders is active up to three days prior to the event move in

SERVICE INFORMATION

- All Security Services shall be ordered through QNCC Exhibition Services.
- No Security Services will be supplied into the QNCC by any exhibitor, external security company, or any other entities hired by exhibiting companies without prior written approval from QNCC Management.
- All additional Security Services requests for the exhibition should allow at least 72 hours notice.
- Security staff service is offered for a minimum of 08 hours.
- All additional requirements and /or changes are required to be counter signed by the exhibitor and the QNCC representative.

TERMS AND CONDITIONS

- Payment in full must be rendered on all orders when order is placed Exhibitors with outstanding balances from previous exhibitions must satisfy the payment requirement or services will not be provided. Various payment options are accepted.
- An order is considered confirmed only if the payment has been completed.
- ORDER FORMS AND FULL PAYMENT or CREDIT CARD AUTHORISATION are to be received as per the agreed timeline mentioned in this order form.
- Cancellation of services must be made 48 hours in advance. Any cancellation made within 48 hours is subject to a cancellation fee or up to the full price of the total service order form.
- All prices are rental only. Material and equipment furnished by the QNCC for this service order shall remain QNCC property unless otherwise specified and shall be removed only by authorized QNCC staff at the move out of the event.
- The final reconciled invoice will be provided within fourteen (14) days after the show closing date.
- Claims/Refunds will not be considered unless filed in writing prior to the close of the exhibition. Please allow 15 days for processing.
- All prices are rental of the equipment only. Any other technical services/support quoted as additional charges.

PAYMENT INSTRUCTIONS

□ **Electronic Funds Transfer** □ **Credit Card**

● If payment is made by electronic transfer, please forward a copy of the transaction slip via fax or email.

CREDIT CARD PAYMENT AUTHORISATION	BANKING DETAILS
I duly authorise QNCC to charge my credit card: □ Master Card □ Visa Expiry Date: _____ Card No.: _____ PRINT NAME AS IT APPEARS ON CARD: _____ Signature: _____	Transfer amount to: Account Name: Qatar Properties Holdings Co. Bank: Qatar Islamic Bank Corporate Branch Account Number: 100230199 Swift Code: QISBQAQA IBAN: QA69QISB011583620020100230199

I hereby authorize the QNCC to provide the stated services and agree to assume complete responsibility for all service charges.

Authorised Signature: _____ Date: _____

FORM 14– UTILITIES (Water & Drainage

DEADLINE: November 2, 2015

This form must be completed and returned by to Qatar National Convention Centre.
P.O. Box 37679, Dubai, United Arab Emirates | T +974 4470 7429 l F +974 4470 7003
Email: exhibitionplanning@qatarconvention.com | CC: ccarandang@iptcnet.org

The QNCC Building Services Team is the exclusive provider of Water & Drainage. Arrangements for these services shall be made through this form.

The most frequently requested services are listed in this order form. If you do not see what you require on this form, simply contact the Exhibitor Service Desk Team at exhibitionplanning@qatarconvention.com To place orders online, kindly click on : **http://www.qatarconvention.com/ExhibitorOrders**

To place orders online, kindly click on : http://www.qatarconvention.com/ExhibitorOrders

EXHIBITION DETAILS

Event Name: _____ **Exhibition Date:** _____
Stand Name: _____ **Hall Number:** _____ **Stand Number:** _____
Live Event Dates: _____ **to** **Numbers Expected:** _____
On-Site Contact Name: _____ **On-Site Contact #:** _____

ORDER CONTACT DETAILS

First Name: _____ **Surname:** _____ **Job Title:** _____
Company Name: _____ **Company Address:** _____
Company City: _____ **Postal Code:** _____ **Country:** _____
Direct #: _____ **Mobile #:** _____ **Fax #:** _____
E-mail Address: _____

Building Services Personnel						
ITEM DESCRIPTION	ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	UNIT QTY	DAYS	SUB-TOTAL QAR
Electrician or Plumber Labour	59	59	65			
Water and Drainage						
ITEM DESCRIPTION	ADVANCE RATE QAR	STANDARD RATE QAR	LATE RATE QAR	UNIT QTY	DAYS	SUB-TOTAL QAR
25mm Water Inlet Connection with Piping	1160	1160	1276			
80mm Drainage Water Connection with Piping	1160	1160	1276			

PRICING INFORMATION

- Advance Rate is available up to 30 days before the event move in
- Standard Rate: from 29 to 10 days before the event move in
- Late Rate: 9 days and below, please check the availability of the item/service before placing an order
- Online orders is active up to three days prior to the event move in

Water & Drainage (PLEASE NOTE: Charges are for connection/consumption only to existing water & drainage outlets in each venue for a maximum of 3 days; each additional day will be charged at 25% of the intial unit rate).

SERVICE INFORMATION

● All Water & Drainage Services shall be ordered through QNCC Exhibition Services.
● No Water & Drainage Services will be supplied into the QNCC by any exhibitor, installation company, contractor or any other entities hired by exhibiting companies without prior written approval from QNCC Management.
● Water & Drainage service connection is upto the closest floor trench to the stand and below floor level. Any additional connection will be charged per meter.
● Due to health & safety reasons, power related services/maintenance during the live days will be carried out after the show opening hours.
● All additional requirements and /or changes are required to be counter signed by the exhibitor and the QNCC representative.
● A 24 hour continuous power supply will incur a 30% surcharge

TERMS AND CONDITIONS

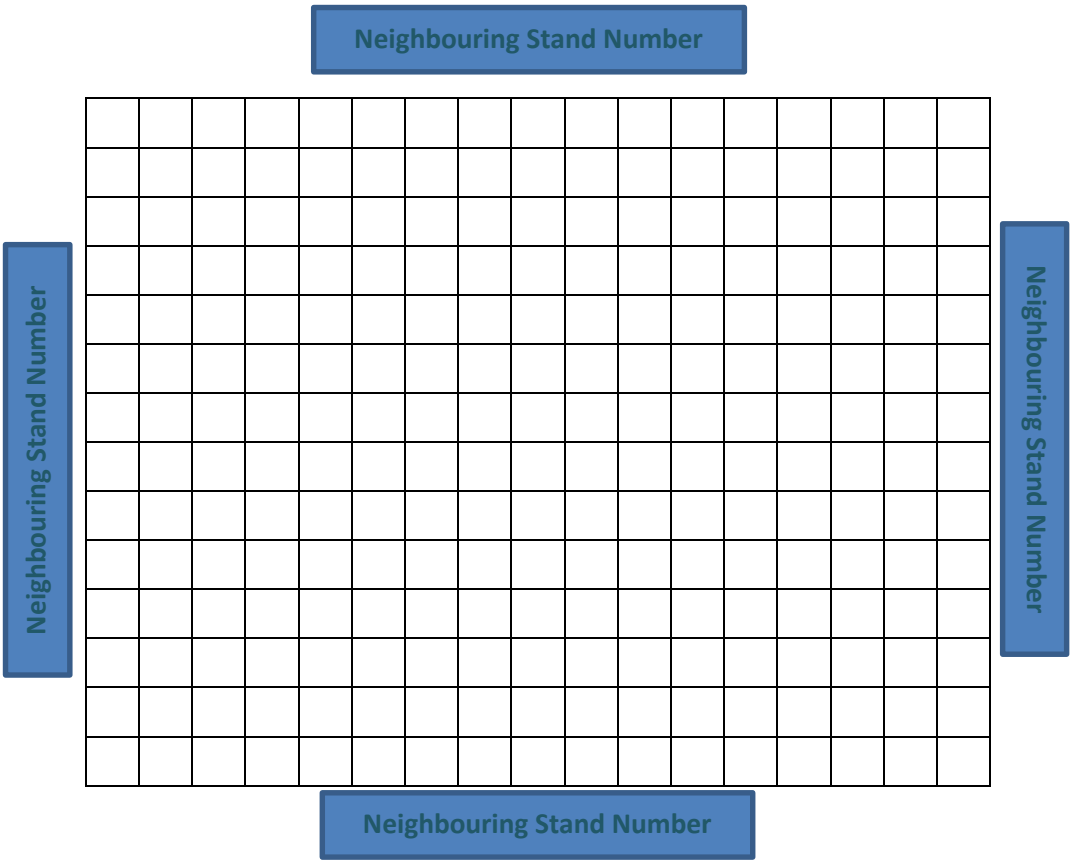
● Payment in full must be rendered on all orders when order is placed Exhibitors with outstanding balances from previous exhibitions must satisfy the payment requirement or services will not be provided. Various payment options are accepted.
● An order is considered confirmed only if the payment has been completed.
● ORDER FORMS AND FULL PAYMENT or CREDIT CARD AUTHORISATION are to be received as per the agreed timeline mentioned in this order form.
● Cancellation of services must be made 48 hours in advance. Any cancellation made within 48 hours is subject to a cancellation fee or up to the full price of the total service order form.
● All prices are rental only. Material and equipment furnished by the QNCC for this service order shall remain QNCC property unless otherwise. specified and shall be removed only by authorized QNCC staff at the move out of the event.
● The final reconciled invoice will be provided within fourteen (14) days after the show closing date.
● Claims/Refunds will not be considered unless filed in writing prior to the close of the exhibition. Please allow 15 days for processing.
● All prices are rental of the equipment only. Any other technical services/support are quoted as additional charges

GRID PLAN

Kindly indicate on this Grid Plan the approximate Water & Drainage connection layout you require for your stand. Indicate gangways and adjacent, to ensure positive identification. Use the following key as indication:

W - Water
D – Drainage

**Grid is not to scale, please use for indication purpose only.*
**Show stand facing and neighboring stand numbers*



PAYMENT INSTRUCTIONS

□ **Electronic Funds Transfer** □ **Credit Card**

● If payment is made by electronic transfer, please forward a copy of the transaction slip via fax or email.

CREDIT CARD PAYMENT AUTHORISATION	BANKING DETAILS
I duly authorise QNCC to charge my credit card: □ Master Card □ Visa Expiry Date: _____ Card No.: _____ PRINT NAME AS IT APPEARS ON CARD: _____ Signature: _____	Transfer amount to: Account Name: Qatar Properties Holdings Co. Bank: Qatar Islamic Bank Corporate Branch Account Number: 100230199 Swift Code: QISBQAQA IBAN: QA69QISB011583620020100230199

I hereby authorize the QNCC to provide the stated services and agree to assume complete responsibility for all service charges.

Authorised Signature: _____ Date: _____

FORM 15 – VEHICLE

DEADLINE: November 2, 2015

This form must be completed and returned by to Qatar National Convention Centre.
P.O. Box 37679, Dubai, United Arab Emirates | T +974 4470 7000 l F +974 4470 7003
Email: exhibitionplanning@qatarconvention.com | CC: ccarandang@iptcnet.org

The most frequently requested services are listed in this order form. If you do not see what you require on this form, simply contact the Exhibitor Service Desk Team at exhibitionplanning@qatarconvention.com To place orders online, kindly click on : http://www.qatarconvention.com/ExhibitorOrders

To place orders online, kindly click on : http://www.qatarconvention.com/ExhibitorOrders

EXHIBITION DETAILS

Event Name: _____ **Exhibition Date:** _____
Stand Name: _____ **Hall Number:** _____ **Stand Number:** _____
Live Event Dates: _____ **to** **Numbers Expected:** _____
On-Site Contact Name: _____ **On-Site Contact #:** _____

ORDER CONTACT DETAILS

First Name: _____ **Surname:** _____ **Job Title:** _____
Company Name: _____ **Company Address:** _____
Company City: _____ **Postal Code:** _____ **Country:** _____
Direct #: _____ **Mobile #:** _____ **Fax #:** _____

QUANTITY	VEHICLE TYPE	DEALER	WIDTH	HEIGHT	WEIGHT

TERMS AND CONDITIONS

● The Event Organisers and/or Exhibitors must provide information on the width, height, and weight of vehicles in anticipation of the use of lifts and/or doors into the Venue.

● A traffic management plan must be devised for forklift and vehicle movements within the workplace to ensure the safe movement of pedestrians during the move-in and move-out periods. If vehicle movement is required during an event, this should be addressed in the risk management plan. Details of moving displays must be communicated to the Venue

● Any vehicle moving through the Venue's Level 2 , Conference Hall, Foyers or Concourse areas, must be escorted by a Qatar National Convention Centre Safety Officer. Vehicles may only move at a slow walking pace.

● No motorised vehicle may be operated on carpeted areas under any circumstances. Only approved mobile equipment is to be used on the carpeted areas, such as the Conference Hall, Exhibition Halls and any other stipulated areas

● All vehicles which produce effluent and which must be operated for the purpose of an exhibit, must adhere to any operational recommendations of the Venue's HSSE Department

● All vehicles being displayed in the Venue must conform to the requirement of the Venue's guidelines below:

DISPLAY:

- Fuel tanks containing fuel, or which have ever contained fuel, shall be maintained at less than 1/4
- All vehicles being displayed in the Centre must have drip pans underneath them and pads under all tyres
- Fuel tanks are to be locked and sealed with the manufacturers' approved fuel cap
- Running of displayed vehicles during the Exhibition is prohibited unless approved by the Venue's HSSE Department
- All vehicles displayed inside the Venue must have a spare set of keys left at Security Control in case of emergency
- Keys are not allowed to be left in the ignition while on display

I, agree with the Terms and Conditions stated above.

Authorised Signature: _____ Date: _____

FORM 16 – STAND APPROVAL

DEADLINE: October 1, 2015

This form must be completed and returned by to IPTC Organizer
P.O. Box 37679, Dubai, United Arab Emirates | Tel.: (971-4) 457 5853, Fax: (971-4) 457 3164 **Email:** ralcala@iptcnet.org CC: iptcforms@spe.org

We advise that the following contractor has been appointed to erect the above stand or install electrics at the above exhibition and it is the responsibility of the exhibitor to ensure that their contractors adhere to the regulations set by the organizers.

Company Name:	
Stand Number:	Hall Number:
Appointed Contracting Company	
Contractor Contact Person:	Designation:
Address:	
Telephone/Mobile Number:	Fax Number:
Email Address:	

Please note that only space will be provided for you to build-up. Stand designs need to be restricted to a height of **6 meters.**

The contractor needs to send this form together with the accomplished

A. Design with the following
- Perspective Drawing
- Full Stand Dimensions (include height of stand)
- Elevation Drawing (front, side and back)
- Plan (Layout) Drawing
- Any special Display Loading Allowance (if required)

B. EAC Onsite Work Agreement Form
C. Risk Assessment
D. Method Statement
E. Liabilities Insurance Certificate

*Only pre-approved stand designs will be allowed to proceed for build-up at the venue. **To apply for an appropriate main power supply** please refer below for options and fill in Form 6 on the previous page.

EAC ONSITE WORK AGREEMENT

This agreement, between the International Petroleum Technology Conference and Exhibition (IPTC) and *(Contractor's Name Here)* herein called the EXHIBITOR-APPOINTED CONTRACTOR (EAC) , for work authorization at the Exhibition Organized by IPTC held 7-9 December 2015 at the Qatar National Convention Centre, Doha Qatar.

PROVISIONS: In consideration for being allowed to work on the premises of the exhibition, EXHIBITOR-APPOINTED CONTRACTOR agrees that neither SPE, nor its agents, or employees, shall be responsible for injury to the person, damage to property, or loss of property, of the EXHIBITOR-APPOINTED CONTRACTOR or its employees, except as to such injury, damage or loss resulting from negligence, premises or product liability, or willful or other misconduct of SPE, its agents, servants, or employees.

When an INJURY is suffered by any person or entity, (including the EXHIBITOR-APPOINTED CONTRACTOR or its employees,) caused by the joint or concurrent negligence, conduct or fault of the parties hereto, or their agents, employees, the EXHIBITOR APPOINTED CONTRACTOR agrees that neither SPE, nor SPE's agents, employees, shall be responsible for such injury, and the EXHIBITOR-APPOINTED CONTRACTOR further contractually obligates itself under this agreement to contribute to and/or indemnify, in proportion to its fault (either at law or in fact, whichever is greater)

DAMAGE to the venue. Any damages cause throughout the duration of the event by the EXHIBITOR-APPOINTED CONTRACTOR or its employees will be resolved through a written letter based on the Report of Damage by the venue management (QNCC property management). The written letter will be address to: the Exhibitor Contractor bearing the reason and photo of the damage/s cause. The incurred cost should be settled 5 days after the receipt of the notice. Non settlement will result to contactor ban in all SPE events and related events it is associated with.

NON COMPLIANCE to organizers and venue regulations. EXHIBITOR-APPOINTED CONTRACTOR or its employees flouting site safety regulations will be assess on the number of non-compliance the EXHIBITOR-APPOINTED CONTRACTOR or its employees have violated. Anyone who's been cited for more than 2 offenses will be ask to leave the exhibition site.

It is expressly understood and agreed the EXHIBITOR-APPOINTED CONTRACTOR's liability under this agreement is independent of, and in addition to, any common law or statutory liability for contribution or indemnity under the laws of any jurisdiction.

The EXHIBITOR-APPOINTED CONTRACTOR by signing this statement further acknowledges receipt of the official SPE EXHIBIT REGULATIONS and agrees to abide by all conditions contained therein.

The person signing this agreement warrants that he or she is authorized by EXHIBITOR-APPOINTED CONTRACTOR to enter into this agreement

Company Name:	
Stand Number:	Hall Number:
Contractor:	Designation:
Address:	
Telephone/Mobile Number:	Fax Number:
Email Address:	

SIGNATURE: _____

METHOD STATEMENT FORM

Company Name:	
Stand Number:	Hall Number:
Site Address: Qatar National Convention Centre	
Date On Site	
Email Address:	

This Method Statement issued by

Signature:
Date:

Work Task :	**Construction and Decommissioning of Exhibition Stand**

Known Hazards :

Plant equipment and tools to be used :

Work Details:

Supervision, Competence and Training :

Connection of electrical services :

Hazardous substances :

Personal Protective Equipment :

Emergency Procedures :

Environmental Controls :

RISK ASSESSMENT FORM

Location	Installation Date	Description of Work	Date of Assessment
Qatar National Convention Centre			

Activity/Hazard	Risks	Risk to Whom	Initial Rating Before Control Severity x Likelihood = Primary Risk			Control	Rating After Control Severity x Likelihood = Residual Risk		
Working on Site	Injury from falling, tripping etc	Operatives				Ensure that the work area is kept clean and tidy at all times			
	Site security and integrity					Obey Health and Safety guidelines together with site rules at all times			
Movement of Materials- Fork Lifts	Collision	Operatives, property and public				Make sure all routes are clear prior to movement of materials			
	Blocked Vision					Ensure loads are easily manageable so that they are kept in full control and are within the load capacity			
	Unsafe Loads					Only authorized, trained operators with a valid license will be used by our workers			
Movement of materials- Trolleys and Barrows	Collision	Operatives, property and public				Make sure all routes are clear prior to movement of materials			
	Blocked Vision					Ensure loads are easily manageable so that they are kept in full control and are within the load capacity			
	Unsafe Loads					Safety shoes or boots to be worn at all times.			
	Manual Handling Injury					All our operatives are aware of safe lifting techniques.			
Hand Tools / Battery Drills	Unsafe Use	Operatives				Hand tools are used by professionals and not left unattended			
	Unsafe Conditions					A visual check will be carried out by the site foreman in the factory prior to onsite working			
	Untrained operatives					Competent users only,			
Power Tools	Unsafe Use	Operatives				All power tools must have been checked within the last 3 months and be fully PAT tested.			
	Unsafe Conditions					Competent users only,			

Activity /Hazard	Risks	Risk to Whom	Initial Rating Before Control			Control	Rating After Control		
			Severity x Likelihood = Primary Risk				Severity x Likelihood = Residual Risk		
Clothing	Falling	Operatives				Safety boots or shoes to be worn at all times			
	Visibility					High Vis jackets to be worn at all times			
Site Erection	Falling Walls	Operatives, property and public				Ensure area is secure and correct procedures are carried out for erection. Use correct access and lifting equipment when required. Support walls as erection is taking place as required. Premounting of the Stand ensures stability			
Ladders	Falls	Operatives				Ladders to be checked for signs of wear and damage prior to going to site			
	Falling Equipment					Ladders only to be used for short spaces of time where no other access equipment is viable			
Electric Shock	Damaged Extension Leads					Limit the use of power tools on site, for exceptional use only when battery tools are not sufficient			
	Damaged Power Tools					Where possible limit the use of extension leads to within the stand area using a temporary socket rather than runs of lead over isles and other stands.			
Fire and Explosion	Combustible material					Ensure site is clean and tidy and free from large quantities of rubbish.			
	Flammable liquids					No naked flames or sources of heat to be used on site without prior permission and separate risk assessment			
	No smoking					Only small quantities of thinners to be taken to site in a suitable container locked away when not in use			
Exposure to Chemical substances	Inhalation	Operatives and public				Only water based paints and glues to be used on site			
						No chemicals to be used on site without prior permission and separate risk assessment			

SEVERITY	LIKELIHOOD	RESIDUAL RISK
1 = Paper Cut	1 = Very Unlikely	1-5 Low Risk
2 = Bruise, Knock or Cut	2 = Unlikely	6-9 Medium, some control needed
3 = Strain, Sprain or serious cut	3 = Possible	10 – 25 High, steps must be taken to reduce risk
4 = Severe strain or broken limb	4 = Probable	
5 = Fatality, disability or loss of limb	5 = Very Likely	
6 = Multiple fatality	6 = Certain	

VISA INFORMATION

SPE Middle East, North Africa and India will assist in providing a visa invitation letter, upon request in writing, to confirmed registrants after receiving full payment of registration fees. Visa invitation letters take five days to issue from the date of request and it is the delegate's responsibility to obtain their own visa. SPE cannot issue the visa nor can we guarantee it will be obtained. For visa queries and application please contact;

This will be confirmed soon.

Full list of countries visa on arrival is available for the residents of these countries:

Only citizens of Bahrain, United Arab of Emirates, Kuwait, Sultanate of Oman, Saudi Arabia and residents in the Gulf Cooperation Council of Arab States who are businessmen, doctors, engineers and in similar prestigious positions, do not need visa. Citizens of the 33 countries listed below can get a tourist visa on arrival to Qatar.

Andorra, Australia, Austria, Belgium, Brunei, Canada, Denmark, Finland, France, Germany, Greece, Hong Kong, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxemburg, Malaysia, Monaco, New Zealand, Norway, Portugal, San Marino, Spain, Sweden, Singapore, South Korea, Switzerland, The Netherlands, USA, UK, Vatican City.